



Total Force Manpower Management System

(TFMMS)

Coding Directory

5310
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From: Commanding Officer, Navy Manpower Analysis Center

Subj: TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) CODING
DIRECTORY

Ref: (a) OPNAVINST 1000.16J

Encl: (1) TFMMS Coding Directory

1. By reference (a), NAVMAC is assigned responsibility for the promulgation and maintenance of the TFMMS Coding Directory. Enclosure (1) is forwarded for appropriate action.

A. J. KOCH

Distribution List:
SNDL Parts 1 and 2

INTRODUCTION

1. **Purpose.** The TFMMS Coding Directory contains codes referenced by reference (a) and required by or referenced in the Total Force Manpower Management System (TFMMS) and TFMMS Micro Manpower Change Application (TMMCA).
2. **Background.** This directory was created to reflect and promulgate changes to manpower coding in a timely manner. The information contained in this directory was derived from the following:
 - a. Appendices A-G, I-K, N and P were removed from Enclosure (1) of OPNAVINST 1000.16H.
 - b. Part A and B of the Required Functional Category (RFC) Directory.
 - c. In addition, three new sections were added.
 - (1) TFMMS Action Officer (TAO) Desk (DSK) Codes.
 - (2) TFMMS Access Request Package.
 - (3) Position Status and Hire Status Codes.
3. **Cancellation.** NAVMAC Ltr 5310 Ser 521/0416 of 28 JUL 92.
4. **Changes.** Submit changes or additions to this directory for approval to Commanding Officer, Navy Manpower Analysis Center, 5820 Navy Road, Bldg C1, NSA Memphis, Millington TN, 38054-5011

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SECTION 1

ACCOUNTING CATEGORY (AC) CODE

AC codes are used to identify authorizations that have a special or unique characteristic.

<u>AC</u>	<u>DESCRIPTION</u>
E	Authorizations identified for study under the Commercial Activities (CA) Program
N	Identifies authorizations that are Additional Duty From (ADDU FM)
S	Identifies authorizations that are Addition Duty To (ADDU TO) (supporting activity)
1	DMRD 917
2	Program Budget Decision (PBD) 418
3	Civilian Substitution 3 (for future use)
4	Civilian Substitution 4 (for future use)

SECTION 2

CLAIMANT (CLMT) CODE

1. General. This section lists the manpower claimants and claimant codes. The claimant codes are normally printed as four-digit codes. The first two digits indicate the manpower claimant. A two-digit alpha-numeric suffix is added to the claimant code to indicate a subclaimant for manpower management purposes or to categorize activities for resource information. Where there is no Navy claimant or subclaimant for an activity (e.g., OSD, Army, etc.), the Director, Total Force Programming, Manpower and Information Resource Management Division, Manpower Resources Branch (N122) will coordinate manpower and resource matters.

2. Manpower Claimants and Codes.

<u>1st/2nd DIGIT</u>	<u>MANPOWER CLAIMANT</u>
02	Central Operating Activity (COA)(CNO (N102))
11	Chief of Naval Operations (CNO) Assistant for Field Support (N09BF)
12	Assistant for Administration, Office of Under Secretary of the Navy (SECNAV (AAUSN))
14	Chief of Naval Research (CNR)
15	Officer of Naval Intelligence (ONI)
18	Chief, Bureau of Medicine and Surgery (BUMED)
19	Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
22	Chief of Naval Personnel (CHNAVPERS (PERS-02))
23	Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
24	Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM)
25	Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM)
27	Commandant of the Marine Corps (CMC)
29	Secretary of Defense/Chairman, Joint Chiefs of Staff (JCS)
30	Director, Strategic Systems Programs (CM3)(DIRSSP)
33	Commander, Military Sealift Command (COMSC)
35	Ballistic Missile Defense Organization (BMDO)
36	Defense Advanced Research Projects Agency (DARPA)
39	Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM)
41	On-Site Inspection Agency (OSIA)
42	Defense Special Weapons Agency (DSWA)
43	Director, Defense Information Systems Agency (DISA)
44	Director, Defense Intelligence Agency (DIA)

1st/2nd
DIGIT

MANPOWER CLAIMANT

45	Director, National Security Agency (DIRNSA)
46	Director, Defense Support Project Officer (DSP)
47	Defense Inspector General (DIG)
48	Director, National Imagery and Mapping Agency (NIMA)
51	Director, Defense Logistics Agency (DLA)
52	Defense Finance and Accounting Service (DFAS)
53	Defense Commissary Agency (DECA)
54	DoD Dependents Education Agency (DODDE)
56	Defense Support Activity Agency (DSA)
60	Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)
61	Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR)
62	Chief of Naval Education and Training (CNET)
63	Commander, Naval Computer and Telecommunications Command (COMNAVCOMTELCOM)
65	Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM)
69	Commander, Naval Security Group Command (COMNAVSECGRU)
70	Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)
72	Commander, Naval Reserve Force (COMNAVRESFOR)
74	Commander, Naval Special Warfare Command (COMNAVSPECWARCOM)
75	U.S. Transportation Command (USTRANSCOM)

3rd
DIGIT

MANPOWER SUBCLAIMANT TYPE

A	No subclaimant/fleet shore activities
B	Fleet operating forces
C	Units operating in other fleets
D	Joint Chiefs of Staff (JCS)
F	Defense Security Assistance Agency (DSAA)
G	Uniformed Services University of the Health Sciences (USUHS)
H	U.S. Army
J	U.S. Air Force

<u>4th DIGIT</u>	<u>RESOURCE CATEGORY</u>
0	Operations
1	Unassigned
2	Students
3	Unassigned
4	Navy Working Capital Fund (NWCF) Program 4
5	Unassigned
6	NWCF Program 6
7	NWCF Program 7
8	Reimbursable
9	RDT&E

SECTION 3

FUNCTIONAL AREA CODE (FAC)

1. **General.** FACs are single character, alphanumeric codes used to identify the need for special consideration in personnel detailing or positions requiring consideration in the hiring process for manpower requirements and/or authorizations.
2. **Description and Applicability.**

<u>FAC</u>	<u>DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)</u>
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A	Requirements that must be filled by personnel on active duty at time of mobilization.
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Applicability: Officer/Enlisted

B	Requirements in which the incumbent will require satisfactory completion of a Special Background Investigation (SBI) for access to Single Integrated Operation Plan/Extremely Sensitive Information (SIOP/ESI).
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Applicability: All

C	Requirements within Fleet Technical Support Centers (FTSC) that may be coded with an NEC required to perform their primary mission, but exceeds the requirement paygrade range for that NEC.
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Applicability: Enlisted

D	Requirements that must be filled by personnel who are U.S. citizens.
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Applicability: Enlisted/Civilian

E	Reserve Pay Navy (RPN) resourced authorized requirements that may be filled by either United States Navy (USN), USN Reserve (USNR), or USNR Training and Administration of Reserves (TAR) personnel (See FAC "T").
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NOTE: This FAC will only be assigned on authorizations resourced by Active RPN (i.e., MRC=RP or RT).

Applicability: Officer

- G General duty requirements (e.g., PO1) that need only the military skills of the designated paygrade and/or special series NEC (95XX); FAC applies for activity sea/shore code of 1 or 6 only.

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

NOTE: Do not assign this FAC to special series NECs that indicate a source rating or recommended rating. See FAC H.

Applicability: Enlisted

- H General duty requirements (e.g., PO1, APO1) that must be authorized by a source rating required by the Mission, Function and Task (MFT) or listed for that NEC; FAC applies for activity sea/shore code of 1 or 6 only.

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- I Instructor requirements where the incumbent requires screening per Chapter X of the NAVPERS 15909E, Enlisted Transfer Manual.

NOTE: This FAC is to be used when an instructor NEC cannot be assigned.

Applicability: Enlisted

- J RPN resourced authorization requiring full-time recalled reservist (generally a canvasser recruiter) not assigned through the normal distribution channels.

NOTE: This FAC will only be assigned on authorizations resourced by Active RPN (i.e., MRC=RR).

Applicability: Officer/Enlisted

- K General duty requirements (e.g., PO1) that are authorized with the military skills of the designated paygrade and/or special series NEC (95XX); FAC applies for activity sea/shore code of 2, 3, 4, 5, or 8 only.

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

NOTE: Do not assign this FAC to special series NECs that indicate a source rating or recommended rating. See FAC 1.

Applicability: Enlisted

- N General duty requirements that must be filled by any Aviation Petty Officer (APO) whose rating fulfills the skill requirements established and is normally assigned to that type of activity (e.g., ATs to squadrons, ABs to CVNs).

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- Q Requirements where the incumbent must have a satisfactorily completed or updated SBI for Sensitive Compartmented Information (SCI) within the past five years.

NOTE: When assignment of FAC Q is required, the request must be validated through the major claimants Special Security Officer (SSO) and the subsequent TFMMS Manpower Change Request Letter of Justification (LOJ) must include the following statement:

✎ It has been certified that the requirement requires access to Sensitive Compartmented Information (SCI) and that the assignment of FAC Q has been recorded with Commander, Office of Naval Intelligence (ONI-5/SSO Navy). ✎

Without this statement, NAVMAC will return the TFMMS Change Request Packet to the claimant for appropriate action and/or modification to the LOJ.

Applicability: All

- T Authorized requirements that must be filled by USNR (TAR) personnel. FAC must be assigned as the Primary FAC when MRC RT is assigned.

NOTE: This FAC will only be assigned on authorizations resourced by Active RPN (i.e., MRC=RP or RT).

Applicability: Officer/Enlisted

- U When assigned to requirements in activities under the United States Marine Corps (USMC) claimancy: Medical department officer requirements assigned to USMC claimancy, that support ADDU authorizations at a USN activity. Personnel ordered to those activities shall report to the appropriate USN activity for ADDU. Upon direction of the USMC parent activity, incumbents of these requirements will report to the parent activity for operations and deployment, training, or in support of training exercises. The Commandant Marine Corps controls assignment of this FAC to manpower authorizations and will annually review and update code assignments.

When assigned to requirements in USN claimancy: Medical department officer ADDU authorization assigned to a USN activity and is supported by a medical officer requirement assigned to a USMC claimancy. These positions will be filled only when the incumbent is not required for USMC operations and deployment, training or in support of training exercises. The Chief Bureau of Medicine and Surgery (BUMED) controls assignment of this FAC to ADDU authorizations and will annually review and update code assignments.

Applicability: Officer

- V Authorized requirements, in activities with a sea/shore code of 1 or 6, filled by designated personnel in embedded (surface) ratings, but count as submarine rating requirements for purposes of presentation and management of enlisted management communities (EMCs) based on effective sea/shore rotation plan. Positions are filled by military skill or rating indicated, and this code will not be reflected in the enlisted personnel requisition system. DCNO Director, Submarine Warfare Division (N87) controls assignment of this FAC.

Applicability: Enlisted

- X Personnel Exchange Program (PEP) authorizations to be filled by Allied Nations' personnel or other U.S. military services.

Applicability: Officer/Enlisted

- Y Requirements whose authorized quality has been downgraded one paygrade below the associated manpower requirement due to management and/or budgetary decisions (e.g., congressional paygrade ceilings, such as the Defense Officer Personnel Management Act (DOPMA) or fiscal and/or policy constraints. DCNO (Manpower and Personnel) (N1) controls assignment of this FAC.

Applicability: Officer/Enlisted

- Z Requirements that must be filled by personnel qualified in submarines. DCNO Director, Submarine Warfare Division (N87) controls assignment of this FAC.

Applicability: Enlisted

- 1 General duty requirements (e.g., PO1, APO1) that must be authorized by a source rating required by the Mission, Function and Task (MFT) or listed for that NEC; FAC applies for activity sea/shore code of 2, 3, 4, 5 or 8 only.

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- 4 Authorization identified for future conversion to 1700 and available for current 1700 fill. The 1700 Officer Community Manager (CNO (N13)) controls assignment of this FAC.

Applicability: Officer

- 5 Rapid Deployment Medical Force requirements for which the incumbent will deploy upon the mobilization of the Rapid Deployment Force.

Applicability: Officer/Enlisted

- 6 Requirements requiring incumbent to file a confidential statement of employment and financial interest (DD 1555).

Applicability: Officer/Civilian

- 7 Indicates authorized requirement reflecting both active duty and SELRES Joint Task Force (JTF) eligibility that is specifically for JTF augmentation. When directed, active duty requirement will be backfilled with SELRES. CNO (N122) controls assignment of this FAC.

Applicability: Officer/Enlisted

- 9 ADDU authorizations requiring a concurrent fitness report.

Applicability: Officer/Enlisted

SECTION 4

MANPOWER REQUIREMENTS PLAN (MARF) CODE

1. MARF is a four digit code which identifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings (segments) are as follows:

<u>SEGMENT</u>	<u>TITLE</u>
1	Operating Forces
2	Department Headquarters and Support U.S.
3	Overseas Field Activities
4	General Training Operational Forces
5	Air Training Operational Forces
6	Officer Candidates and Recruit Training
7	BUMED Training
8	DOD, International & Other Activities
9	Accounting Adjustments (For CNO/CHNAVPERs use only)

2. The following list is a compilation of the MARF.

<u>MARF</u>	<u>TITLE</u>
0016	NEAREST HOSP FOR TRT
0017	NO ORDERS LOSS
0018	PEND NAVY GAIN
0019	PRISONERS OF WAR/ETC
0020	STU NAV AVIATOR
0021	ACTIVITY NOT ESTABLISHED
0022	BUPERS DESERTER ACCT
0023	GRAD OFFCAN SCHS
0024	IN TRANSIT LOSS
0025	MISSING IN ACTION/OTHERS
101	ACTIVE FLEETS
1011	ATLANTIC FLEET
1012	PACIFIC FLEET
103	MOB SERVICE CRAFT
1030	MOB SERVICE CRAFT
104	FLOATING DRYDOCKS
1041	FLOAT DRYDOCKS LANT
1042	FLOATING DRYDOCKS PAC
105	STAFFS OTHER THAN AIR
1051	STAFFS LANT MAJOR SPECIAL
1052	STAFFS PAC MAJOR SPECIAL
1053	UNIT COMMANDERS ATLANTIC
1054	UNIT COMMANDERS PACIFIC

1055	JOINT STAFFS ATLANTIC
1056	JOINT STAFFS PACIFIC
106	FLEET AIR
1061	FLEET AIR ATLANTIC
1062	FLEET AIR PACIFIC
1063	STU CRAG/CRAW TRAINING LANT
1064	STU CRAG/CRAW TRAINING PAC
107	AIR STAFFS
1071	AIR STAFFS ATLANTIC
1072	AIR STAFFS PACIFIC
108	OTHER FLT OPER UNITS-SHIPS
1081	AMPHIB UNITS AND ACTS LANT
1082	AMPHIB UNITS AND ACTS PAC
1083	FLEET TRA GRPS UNITS LANT
1084	FLEET TRA GRPS UNITS PAC
1085	SUBMARINE SUPPORT UNITS
1086	NAV CONTR OF SHIPPNG OFRS
1087	MINE WAR IUW EOD FORCES
1089	MISCELLANEOUS FLEET UNITS
109	RESERVE FORCE SHIPS STAFFS
1091	ACTIVE RESFOR SHIPS STAFF
110	MOBILE LOGISTIC UNITS
1101	MOB CONST BATTALIONS
1103	CARGO HANDLING BATTALIONS
111	NAVY SUPPORT OF FLT MARINE
1111	NAVY WITH FMF UNITS LANT
1112	NAVY WITH FMF UNITS PAC
113	OP CONTROL AND COMPUTER CEN
1131	FLEET OPCONCEN LANT
1133	TACT COMD AND CONTR ACTYS
114	US ACTS UNDER MILCOM OPFOR
1141	OCEANOGRAPHIC SYSTEM FACIL
1142	FLEET TRAINING ACTIVITIES
1143	STUDENTS - FLEET TRAINING
1144	FLEET WEATHER CEN & FACIL
1146	FLEET POST OFFICES
1148	FLD SUPP ACTS US
1149	FLT INTEL SUPPORT CEN US
115	ATLANTIC ACTS MILCOM OPFOR
1150	FLD SUPP ACTS LANT
1151	NAVAL FACILITIES LANT
1152	COMMUNICATIONS & SECUR STA
1153	AIR STATIONS & FACILITIES

1155	SHIP SUPPORT ACTIVITIES
1156	FLEET SUPPLY ACTIVITIES
1157	FLEET WEATHER CEN & FACIL
116	PACIFIC ACTS MILCOM OPFOR
1160	FLD SUPP ACTS PAC
1161	FLEET INTEL SUPPORT FACIL
1162	COMMUNICATIONS STA & UNITS
1163	AIR STATIONS & FACILITIES
1164	ORDNANCE FACILITIES
1165	SHIP SUPPORT ACTIVITIES
1166	FLEET SUPPLY ACTIVITIES
1167	FLEET WEATHER CEN & FACIL
1169	NAVAL FACILITIES PAC
117	MIL SEALIFT COMMAND
1171	MSC SHIPS & RIDERS
1172	MSC OFFICES US
1173	MSC OFF OUTS US-LANT
1174	MSC OFF OUTS US-PAC
201	DEPARTMENT OF NAVY HDQTRS
2011	SECNAV AND STAFF OFFICES
2012	HDQTRS CHIEF OF NAVAL OPER
2013	OFF JUDGE ADVOCATE GENERAL
2015	HDQTRS COMDT MARINE CORPS
2016	HDQTRS COMDR MSC
2017	NAVY HDQTRS COMDS
2018	NAVY HDQTRS BUREAUS
2019	OFFICE OF OCEANOGRAPHER
202	DEPT NAVY FIELD OFFICES US
2021	OFF NAV RESEARCH FIELD ACT
2026	JAG FIELD ACTIVITIES
2027	SYSCOM ACTIVITIES AND OTHERS
2028	NAVCOMPT FIELD ACTYS
2029	OTHER STAFF FIELD ACTYS
203	FIELD ACTIVITIES US-I
2031	SINGULAR CNO FIELD ACTYS
2032	INTCOM HDQTRS AND FLD ACT
2033	INSP AND SURVEY BOARDS
2034	OCEANOGRAPHIC OFFICES
2035	NAVMAC
2036	ASTRONOMY FIELD ACTIVITIES
2038	COMMAND SYSTEMS FIELD ACT
2039	NAVAL HISTORY FIELD ACTS
204	CNO FIELD ACTIVITIES US II
2043	OPER SUPPORT ACTS

2047	DEVELOPMENT FIELD UNITS
2048	NAVSPACEPROJACT WASH DC
205	SHORE INSTALLATIONS US
2051	HDQTRS NAVAL DISTRICTS
2052	NAVAL BASES US
2053	NAV STA & HDQTRS SUPP ACT
206	CNO COMMUNICATIONS ACTS US
2061	GENERAL COMMUNICATION ACTS
207	CHNAVPERS FIELD ACTIVITIES
2071	RECRUITING ACTIVITIES
2072	MIL ENT PROC STA
2074	DISCIPLINARY ACTIVITIES
2075	NAVY BANDS
2078	BURIAL ESCORT UNITS
2079	MISC CHNAVPERS ACTIVITIES
208	AVIATION FIELDS ACTS US
2082	FLT SUPPORT AIR STATIONS
2084	AIR CONTRACT REPS
2088	AIR RESEARCH ACTIVITIES
2089	OTHER AIR SUPPORT ACTS
209	ORDNANCE FIELD ACTS US
2091	WEAPONS STA & AMMO DEPOTS
2092	TORPEDO STATIONS
2095	ORDNANCE PLANTS
2096	ORDNANCE CONTRACT REPS
2098	ORDNANCE RESEARCH ACTS
2099	OTHER ORDNANCE ACTIVITIES
210	SHIP SYSTEMS ACTS US
2101	SHIPYARDS
2102	SUPSHIPCONVERREP
2107	FRONTIER BASES
2108	SHIP RESEARCH TECH ACTA
2109	OTHER SHIP SYSTEMS ACTS
211	SUPPLY FIELD ACTIVITIES
2111	SUPPLY CENTERS AND DEPOTS
2112	COMMISSARY STORES
2113	NAVAL EXCHANGES
2114	MARKET & PURCHASING OFFICE
2115	PUB PRINTING SERV OFFICES
2118	SUPPLY DEMAND CONTROL OFFS
2119	OTHER SUPPLY ACTIVITIES
212	BUMED FIELD ACTIVITIES US
2121	HOSPITALS
2123	DENTAL ACTIVITIES

2128	RESCH AND PREVENT MED ACTS
2129	OTHER MEDICAL ACTIVITIES
213	FACILITIES ENGRING ACTS US
2131	FIELD DIV NAV FAC ENG COMD
2132	CONST BATTALION CENTERS
2133	PUBLIC WORKS CENTERS
2139	OTHER FACILITIES
214	NAVY AT USMC FIELD ACTS US
2141	NAVY AT MARCORPS BASES
2142	NAVY AT MARCORPS AIR STA
2143	NAVY AT MARCORP TRAIN ACTS
2144	NAVY AT MARCORP SUPPLY CEN
2145	NAVY AT MARCORP CRUIT ACTS
2146	NAVY AT MARCORP RESUPPCEN
216	AIR SYS COMD FIELD ACTS US
2161	AIR SYSTEMS SUPPORT ACTS
218	LIAISON EXCHANGE PROGRAM
2181	LIAISON PROGRAMS
2182	EXCHANGE PROGRAMS
2183	PILOT EXCHANGE PROGRAM
303	FIELD OFFICES OVERSEAS
3031	NAVY INVEST SERV OFFS LANT
3032	NAVY INVEST SERV OFFS PAC
304	DEPT NAVY FIELD OFF OVSEAS
3045	NAV RESEARCH BRANCH OFF
305	FUNCTIONAL COMPONENTS
3051	FUNCT COMPONENTS LANT
3052	FUNCT COMPONENTS PAC
308	AIR STATIONS OVERSEAS
3081	AIR STATIONS ATLANTIC
3082	AIR STATIONS PACIFIC
311	SUPPLY ACTS OVERSEAS
3111	SUPPLY ACTS ATLANTIC
3112	SUPPLY ACTS PACIFIC
312	BUMED FIELD ACTS OVERSEAS
3121	BUMED ACTIVITIES ATLANTIC
3122	BUMED ACTIVITIES PACIFIC
313	FACILITIES ENGR OFF OVSEAS
3131	FACILITIES ENGR OFF LANT
3132	FACILITIES ENGR OFF PAC
314	MARINE CORPS FLDACTS OVSEA
3141	MARINE CORPS ACTS-LANT
3142	MARINE CORPS ACTS-PACIFIC

401	ENLISTED GEN TRA OPFOR
4012	NAVAL SCHOOLS COMMANDS
4014	NAVAL SCHOOLS OUTLYING
402	OFFICER TRAINING OPFOR
4021	ADV COMD STAFF SCHOOLS
4022	POST GRADUATE SCHOOLS
4023	SPECIAL TECHNICAL SCHOOLS
4024	SPECIAL NON TECH SCHOOLS
403	FUNCTIONAL TRAINING OP FOR
4031	FUNCTIONAL TRAINING
404	MISC TRAINING OPFOR
4041	MISC TRAINING ACTIVITIES
406	NAVAL RESERVE PROGRAM
4061	DIST HDQTRS RES SUPPL US
4062	RESERVE TRAINING CENS US
4063	MISC RES TRA ACTS US
4064	RESERVE RECRUITING ACTYS
45	GEN TRAINING STUDENTS
451	ENLISTED TRAINING STUDENTS
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4514	STU NAV SCHOOLS OUTLYING
4521	STU ADV COMD STAFF SCHS
4522	STU POST GRAD SCHOOLS
4523	STU SPECIAL TECH SCHOOLS
452	OFFICER TRAINING STUDENTS
4524	STU SPEC NON TECH SCHOOLS
4527	STU OFR OTH AGENCIES SCHS
453	FUNCTIONAL TRAINING STU
4531	STU FUNCTIONAL TRAINING
501	AIR TRA STAFFS & STATIONS
5011	AIR TRAINING STAFFS
5012	BASIC AIR TRA STATIONS
5013	ADVANCED AIR TRA STATIONS
5015	TECHNICAL AIR TRA STATIONS
502	NAVAL AIR RESERVE
5021	NAVAL AIR RESERVE TRAINING
55	STUDENTS AIR TRAINING
551	AIR TRAINING STUDENTS
5512	STUDENTS BASIC AIR TRA
5513	STUDENTS ADVANCED AIR TRA
5515	STUDENTS TECH TRAINING
5519	STUDENT MISC AIR TRAINING
601	OFFICER CANDIDATE PROGRAM
6011	OFFICER CANDIDATE SCHOOLS

602	RECRUIT TRAINING PROGRAM
6021	GEN TRA CENS & ADCOMS
6022	RECRUIT TRAINING COMMANDS
65	STU OFF CAN & CRUIT TRA
651	OFFICER CANDIDATE STUDENTS
6511	STUDENTS OFFICER CANDT
6512	STUDENTS SPECIAL OFF CAND
6513	STUDENT MIDSHIPMEN
652	RECRUIT TRAINING STUDENTS
6521	STUDENTS RECRUIT TRAINING
701	MEDICAL TRAINING OPFOR
7011	MEDICAL SCHS OFR AND ENL
702	DENTAL TRAINING OP FORCES
7021	DENTAL SCHS OFR AND ENL
75	BUMED TRAINING STUDENTS
751	MEDICAL TRAINING STUDENTS
7511	STU MED TRA OFR AND ENL
752	DENTAL TRAINING STUDENTS
7521	STU DENT TRA OFR AND ENL
753	STU NURSE CORPS OFR PROG
7531	STU NURSE CORPS OFR PROG
801	INTERNATIONAL STAFF ACTS
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8034	DEF INTEL AGENCY & FIELD ACTS
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8061	NAVY REIMBURSIBLES UNDER OTHER GOVERNMENT SERVICES
8062	REIMB FOREIGN MIL SALES
8063	NAVY DBOF
8064	NAVY DBOF SUPPLY DEPOTS/SUPPLY MGT

8065	DEFENSE AGENCIES - DBOF
807	SUPPORT OF OTHER DOD ACTS
8071	NAVY AT ARMED FORCES ACTS
8072	NAVY AT SINGLE MANAGER ACT
8073	NAVY AT ARMY ACTIVITIES
8074	NAVY AT AIR FORCE ACTS
8075	NAVY AT OTHER MILIT ACTS
8076	MILITARY GOVERNMENT UNITS
808	SUPPORT OTHER US GOVT ACTS
8081	NAVY WITH OTH GOVT DEPTS
9001	TRANSIENTS
9002	PATIENTS
9003	PRISONERS
9004	SEPARATIONS
9006	MISC ADJUSTMENTS
901	REIMBURSABLE OVER MPN CEIL
9013	REIMBURSABLE COAST GUARD CONTROL
9042	RPN 265 - STRENGTH
905	RQMTS HOLD ACCT
9053	RQMTS HOLD ACCT

SECTION 5

MILITARY ESSENTIALITY CODE (MEC)

1. General. MECs are manpower data elements that provide justification for military staffing instead of civilian or contractor resources. Department of Defense (DOD) Directive 1100.4 (NOTAL) refers.
2. Definition.

MEC DEFINITION

A Combat Readiness or Direct Combat Support. Applies to any requirement in a military unit whose mission includes engaging in or maintaining readiness for military operations under combat conditions as well as requirements in activities involved in direct support of combat forces which must maintain readiness for military support operations under combat conditions. The majority of the requirements falling into this category will be in the operating forces.

- * Ships
- * Special staffs for combat operations
- * Deployable portions of Aviation Intermediate Maintenance Activities (AIMDs)
- * Squadrons
- * Electronics, communications, and intelligence
- * Weapons and missile forces
- * Logistics manpower requirement in forward positions such as Diego Garcia and overseas supply centers which provide logistics support for items such as foodstuffs, ammunition, fuel, replacement personnel, etc.
- * Forward medical field Hospital manpower requirements.
- * Chaplains when assigned to combat or combat support units ashore in combat areas.

Remarks: There is essentially no difference between those activities in the operating forces which are required to engage in or maintain readiness for military operations under combat conditions. For example, a ship or aircraft squadron in port in the continental U.S. is maintaining readiness for combat while a ship or aircraft squadron in a forward deployed area (Persian Gulf) is required to engage in combat.

- B Military Readiness. Applies to requirements that provide experience necessary to upgrade military skills that cannot be acquired through other means. Military personnel must be qualified to perform the duties associated with the requirement. This includes requirements in an activity in the U.S. in which military incumbents can gain experience needed to prepare them for assuming like responsibilities in a combat environment.

- * Military Construction Battalions
- * Flight Surgeons
- * Assault Craft Units
- * Beach Groups
- * Beach-master Units
- * Special Boat Squadrons and Units
- * Cargo Handling and Fort Groups
- * Construction
- * Explosive Ordnance Disposal Groups and Detachments
- * Special Warfare Units
- * Fleet Readiness Squadrons

Remarks: "Experience necessary to upgrade military skills" is defined as that on-the-job training (OJT) or other training, usually conducted at an activity, which is related to maintaining or updating skills directly associated with combat and other essential operations.

- C Military Tradition and Custom. Applies to a limited number of requirements that have traditionally or customarily been filled by military members.

- * Military Bands
- * Chaplains when not deployed
- * Inspectors General where inspections are being conducted upon Navy military activities.
- * Military contingents or guard detachments, primarily at overseas locations, where military personnel are traditionally assigned to project a military presence.
- * Recruiters for military personnel projecting a positive image of the armed forces.
- * Flight demonstration teams where military capabilities techniques are being demonstrated.

D Navy Representative in External Services/Agencies. Applies to requirements needed in support of other services, North Atlantic Treaty Organization (NATO), joint staffs, other federal agencies, etc.

- * Foreign military exchange
- * Personnel Exchange Program (PEP)
- * Military liaison with governmental agencies
- * Military attaches or advisors

E Military Background. Applies to requirements in which current military experience is required for successful performance of prescribed duties. These requirements need current or recent military experience that is directly associated with the requirement. Required military experience must be of a first-hand nature acquired by participating in or conducting military operations, tactics, or systems operation and be more substantial than familiarity with military administrative procedures or similar capabilities as possessed or reasonably attained by civilian employees.

- * Military officers assigned to a requirement in which they use their military training, judgment, and recent experience to ensure that a program is directed toward proper military requirements and applications. (Project officers at a Naval Air Rework Facility or Naval Shipyard).
- * Military instructors in units conducting essentially military training on the basis of their own previous training and practical experience in military skills. (Requirements generally assigned to fleet training centers, schools, etc.)
- * Military instructors or support in units providing accession training, such as recruit training commands.
- * Military assigned to training commands for exercise of good order, discipline, and military leadership (e.g., Naval Training Centers such as Brigade Commanders Transient Personnel Units).
- * Military project officer in shipyards, systems commands, program development agencies, aircraft plants, or other armament production centers, where actual "hands on" military experience is required for product acceptance determinations.
- * Manpower requirements for cryptologic and/or intelligence functions (Note: Does not include engaging in or maintaining readiness for military operations or under combat conditions as defined by MEC §A.2)
- * Individuals Account. Manpower requirements that have been programmed to capture Transients, Patients, Prisoners, Holders (TPPH) and Students.

- F Civilian Requirement/Skill Unavailable. Applies to requirements for which skilled civilians cannot be hired because the civilian skill is not available in the labor market. It is intended that this criterion be used sparingly and in exceptional cases (i.e., in areas remote from centers of skilled labor). Accordingly, the authorizations will convert to civilian incumbency at the earliest practical date.
- G Military Required for Security. Applies to requirements involved in national security requirements; at overseas locations in which the incumbent in the performance of assigned duties may become involved in combat situations; or security situations which may involve deadly force. Such installations usually play a combat support role and do not have a mission to engage in direct combat operations.
- * Security guards at military installations overseas where military are required due to extreme political situations or the sensitivity of the base's mission. These situations would call for unquestioned response to orders, possibly involving lethal force, to protect and defend the base and other government property.
 - * Security guards at military installations in the U.S. where lethal force is authorized or where unquestioned response to orders is required to prevent unauthorized entry.
- H Military Required for Discipline. Applies to requirements needing the incumbent to maintain good order and discipline as well as exercising the Uniform Code of Military Justice (UCMJ) over subordinated military personnel. Authority over military personnel does not indicate disciplinary authority. Military authority would cover those duties at an activity which are purely military in nature (watch bill assignments, personnel inspections, military ceremonies, leave and liberty administration, etc.). UCMJ or disciplinary authority is the authority to exercise Article 15 or courts martial upon the military members of the activity. Quite often, military requirements are assigned to another command for UCMJ purposes. The command itself would have to be examined on an individual basis to determine where the UCMJ authority lies.
- * Commander
 - * Deputy Commander
 - * Commanding Officer
 - * Executive Officer
 - * Officer in Charge
 - * Personnel in charge of Navy Brigs, Transient Personnel Units, etc.

- I Civilian Requirement/Funding Unavailable. Applies to requirements where skilled civilians cannot be hired because funding is not yet available. Accordingly, these authorizations will revert to civilians when funding becomes available.
- K Unusual Hours. Applies to requirements whose prescribed duties entail unusual hours not normally compatible with civilian employment.
- L Military Required by Law. Applies to requirements (Navy Officer Billet Classification (NOBC) codes 2557 or 2558) in which military incumbency is required by statute (i.e., Judge Advocate General's Corps - 10 U.S.C. Sec. 5148 (1982)).
- M Support Requirement Included in Contingency or War Plan. Applies to military requirements in which the incumbent may become involved in combat or direct combat support operations upon the execution of a mobilization or contingency plan. The incumbent is required to fill requirements with a FAC of "A" upon mobilization. Such requirements will also be coded under the Shore Manpower Requirements Determination Program for mobilization.
 - * A pediatrician requirement during peacetime becomes a general surgeon upon mobilization.
- T Rotation/Career Progression. Applies to enlisted requirements which must be reserved for military personnel to ensure that adequate requirements ashore are available to maintain existing ratios for sea/shore rotation policies, as well as providing career path for personnel possessing essential skills.

SECTION 6

MANPOWER RESOURCE CODE (MRC)

1. General. A two position alphabetic code identifying the types of resources for the Future Years Defense Program (FYDP) in the Total Force Manpower Management System (TFMMS). This is a mandatory code on all manpower authorizations.

2. Description and Appropriations Category.

<u>MRC</u>	<u>DESCRIPTION</u>	<u>APPROPRIATIONS CATEGORY</u>
AD	Active Duty	MPN
MD	Midshipmen	MPN
ST	Student	MPN
TR	Trainee	MPN
RT	TAR	RPN (active)
TT	TAR Trainee	RPN (active)
RP	265 RPN (SELRES Officer on active duty not to exceed 4 years period)	RPN (active)
RR	Reserve Recruiter	RPN (active)
RA	Selected Reserve	RPN (Inactive)
DH	Civilian U.S. Direct Hire	OMNV
FD	Civilian Foreign National Direct Hire	OMNV
FI	Civilian Foreign National Indirect Hire	OMNV
CN	Contractor	OMNC
OM	Other Manpower (i.e., Marine assigned to Navy, Foreign Exchange, etc.)	Non-PPBS
PP	PEP Accounts	Non-PPBS

SECTION 7

MANPOWER TYPE (MT) CODE

1. **General.** MTs are used to define categories of manpower. Primary MT of "O" (officer), "E" (enlisted), or "C" (civilian) is mandatory on the requirement. Assignment of an Alternate MT category is an option available that provides flexibility to identify authorizations which are funded with alternative resources. The requirement can only carry the MT of OFF, ENL, or CIV in the primary or alternate position. When authorizing a requirement with manpower other than Navy, the authorization will be further defined by using a MRC of Other Manpower (OM). The skill data will reflect Navy quality for officer and enlisted authorizations. To specify other than Navy quality, utilize the Billet Title or a Billet Note.

NOTE: Alternative resourcing is when military requirements are authorized with other military services or O&MN money or vice versa.

2. **MT Short Title, Description and Category.**

<u>MT</u>	<u>MT SHORT</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>
A	FMO	Interservice support Received Foreign Military	Officer
B	CON	Contractor Support	Civilian
C	CIV	Civilian (Navy)	Civilian
D	MCO	Marine Officer	Officer
E	ENL	Enlisted (Navy)	Enlisted
F	OVT	Overtime Support	Civilian
G	CGO	Coast Guard Officer	Officer
H	CGE	Coast Guard Enlisted	Enlisted
I	TMP	Temporary Hire	Civilian
J	FME	Interservice Support Received Foreign Military	Enlisted
K	AFO	Air Force Officer	Officer
L	AFE	Air Force Enlisted	Enlisted
M	MCE	Marine Enlisted	Enlisted
N	RSE	Reserve Manpower Support	Officer
O	OFF	Officer (Navy)	Officer
P	STO	Student Manpower Support	Officer
S	ARO	Army Officer	Officer
T	ARE	Army Enlisted	Enlisted
V	TAD	Temporary Additional Duty Support	Civilian
W	TRN	Transient Manpower Support	Civilian
X	NAF	Non Appropriated Fund Manpower Support	Civilian
Y	RSE	Reserve Manpower Support	Enlisted
Z	STE	Student Manpower Support	Enlisted

SECTION 8

POSITION STATUS (PS) AND HIRE STATUS (HS) CODES

1. General. PS and HS codes are used to define additional civilian authorization quality information reflecting the approved resourcing (funding) of the requirement.
2. PS Code and Description. A code identifying the status of the civilian position. The codes are:

<u>PS</u>	<u>DESCRIPTION</u>
C	Contractor
F	Full Time
H	TRICARE
P	Part-time

3. HS Code and Description. A code identifying the type of hire for the civilian position. The codes are:

<u>HS</u>	<u>DESCRIPTION</u>
1	U.S. Direct Hire
2	Foreign National Direct Hire
3	Foreign National Indirect Hire
4	Contractor Support
5	TRICARE on Civilian Positions

SECTION 9

REQUIRED FUNCTIONAL CATEGORY (RFC) CODE

1. **General:** This section contains RFC codes required for each requirement entered into the Total Force Manpower Management System (TFMMS) or TFMMS Micro Manpower Change Application (TMMCA).

2. **Discussion:**

a. This directory is organized by major functional categories called Mission Areas. RFC codes are used to identify each requirement in TFMMS with the appropriate mission area/ functional category of work for which the requirement is required.

b. The RFC codes are valuable tools used in the analysis of peacetime and mobilization manpower requirements and authorizations, and in the efficient and effective management of manpower resources. Accuracy in assigning these codes is critical.

NOTE: if the incumbent of a requirement is required to support more than one RFC, use the RFC requiring the most support.

c. The Standards Reference Code (SRC) is included for the convenience of staffing standards users as appropriate. SRCs appear only where there is an OPNAV-approved staffing standard available for use.

d. Part A is a complete listing of all RFC codes.

e. Part B is a listing of RFC codes assigned to ship, aircraft, and other requirements/authorizations that are not identified within the shore manpower universe.

SECTION 9

PART A

LISTING OF RFC CODES

MISSION AREA: AIRCRAFT MAINTENANCE (ACM)

Provide for maintenance, repair and overhaul of aircraft, aircraft systems and components, and aircraft ground support equipment.

<u>RFC</u>	<u>Description</u>
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ABB	Organizational Level Maintenance to support designated aircraft (Note: Exclude maintenance in support of research and development; and maintenance utilizing mobile maintenance facilities)
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Provide functional area administrative support services; provide quality assurance/data analysis services

SRC: ACM01.000

SRC: ACM01.503

SRC: ACM01.505

SRC: ACM01.509

Perform organizational level maintenance on assigned aircraft

SRC: ACM01.001-.400

Provide functional area and maintenance/material control management

SRC: ACM01.501

Provide maintenance control services

SRC: ACM01.502

Provide material control services

SRC: ACM01.504

Provide flight line services for transient aircraft

SRC: ACM01.505

SRC: ACM01.507

ACB	Intermediate Level Maintenance to support designated aircraft (Note: Exclude maintenance in support of research and development; and maintenance utilizing mobile maintenance facilities)
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ACB (cont) Provide functional area support; production control, material control, quality assurance/technical library/data analysis, oil analysis services, and ship's evolution services

SRC: ACM02.000	SRC: ACM02.601
SRC: ACM02.602	SRC: ACM02.610
SRC: ACM02.621	SRC: ACM02.630
SRC: ACM02.640	SRC: ACM02.680
SRC: ACM02.690	SRC: ACM02.700
SRC: ACM02.710	SRC: ACM02.750

Perform intermediate level maintenance on aircraft components
SRC: ACM02.001-.400

Perform vast maintenance
SRC: ACM02.641

Provide management/administrative support and perform calibration and repair on selected TMDE/PME maintenance
SRC: ACM02.642

Perform receipt and issue of TMDE/PME for designated customers
SRC: ACM02.643

Perform maintenance utilizing automatic test equipment
SRC: ACM02.851-.899

ACC Perform Intermediate Level Maintenance on power plant components, aircraft engines, aircraft engine modules, auxiliary power units, and support equipment gas turbine engines
SRC: ACM02.401-.590

Provide management and administrative support for power plants maintenance
SRC: ACM02.620

ADA Depot Level Maintenance

AFA Organizational Level Maintenance for Designated Aircraft in Support of Research and Development

<u>RFC</u>	<u>Description</u>
AHA	Organizational/Intermediate Level Maintenance on Ground Support Equipment <p>Provide GSE operator training SRC: ACM07.001</p> <p>Operate a GSE pool SRC: ACM07.000 SRC: ACM07.002-.004</p> <p>Provide organizational/Intermediate level maintenance on GSE SRC: ACM07.005-.500</p> <p>Provide COMNAVAIRPAC fleet material representative services</p> <p>Provide equipment pools for COMNAVAILANT and COMNAVAIRPAC ships</p>
AKB	Provide Engineering Quality Assurance And Production Control (NADEP'S only) <p>SRC: ACM10.001-.002 ACM10.004-.008</p>
AOG	Provide Naval Aviation Engineering Service Unit (NAESU) Support
APA	Intermediate Level Aircraft and Component Maintenance Utilizing Mobile Maintenance Facilities to Support Designated Aircraft
AQA	Organizational/Intermediate Level Support Equipment Maintenance Utilizing Mobile Maintenance Facilities
AVB	Sea Operational Detachment (SEAOPDET) Support of Designated Aircraft <p>Provide management, administration and training for SEAOPDET SRC: ACM21.000</p> <p>Provide personnelman support to SEAOPDET SRC: ACM21.001</p> <p>Provide SEAOPDET support for intermediate level aircraft maintenance SRC: ACM21.100-.900</p>
A99	Provide Aircraft Maintenance Services not Specifically Addressed

MISSION AREA: AUTOMATIC DATA PROCESSING (ADP)

Provide automatic data processing services such as system design, software development, software maintenance, system computer operations and ADP equipment maintenance.

<u>RFC</u>	<u>Description</u>
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B99	Provide Automatic Data Processing Services
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NOTE: Use or operation of a PC (desk top or lap top) as a function of normal task accomplishment, i.e. word processing, data base management, spread sheet development, etc., does not constitute providing ADP Services/Support.

MISSION AREA: COMMUNICATIONS (COM)

Provide and maintain electrical and/or electronic telecommunications systems.

<u>RFC</u>	<u>Description</u>
CAB	Provide Managerial, Administrative, Supervisory and Clerical Support Services, Including Quality Assurance, Required to Support Areas within the Communications Mission Area which Cross RFC Lines
CCB	Provide Telecommunications Equipment Maintenance for Equipment with Established Workload Units (WLU) and for Additive Functions Without Established Workload Units (WLU) SRC: COM02.000 SRC: COM02.001-.940 (Established WLU) SRC: COM02.941-.999 (No Established WLU)
CEB	Operate an Ashore Mobile Contingency Communications Unit SRC: COM04.001
CFB	Provide Navy-marine Corps Military Affiliate Radio System (NAVMARCORMARS)
CGB	Provide and Operate a Transmitter Facility SRC: COM06.001 (Except VLF) SRC: COM06.002 (VLF Only)
CHB	Provide and Operate a Receiver Facility SRC: COM07.001
CIB	Provide Telephone Switchboard Services SRC: COM08.001 (Administrative)
CJB	Provide and Operate Technical Control Facility SRC: COM09.001-.004
CKB	Operate a Telecommunications Center SRC: COM10.001-.004 (Manual/Semi-Automated) SRC: COM10.005-.007 (Automated) SRC: COM10.013 (Oceanographic)
CLA	Provide Armed Forces Radio And Television Service

<u>RFC</u>	<u>Description</u>
CMA	Operate a Defense Satellite Communications System (DSCS) SRC: COM12.000 (Functional Support) SRC: COM12.001/.003 (Operations)
CNA	Operate and Maintain an Autodin Switching Center SRC: COM13.000 (Functional Support) SRC: COM13.001 (Centralized Switching Center) SRC: COM13.002-.003 (In-House Cryptographic Equipment Maintenance) SRC: COM13.004 (In-House Maintenance of Digital Subscriber Equipment)
COB	Operate and Maintain a U.S. Naval Link Station SRC: COM14.000 (Functional Support) SRC: COM14.001 (Operations and Maintenance)
CPB	Operate a Fleet Center SRC: COM15.001 (Collocated with Automated Message Center) SRC: COM15.002-.003 (Manual Fleet Center - Traffic Division) SRC: COM15.004 (Primary Ship-Shore)
CQB	Operate an Antisubmarine Communications (ASCOMM) Platform SRC: COM16.001
CRB	Provide Area Communications Operations (Communication Area Master Station Only)
CSB	Operate and Maintain a Special Communications Facility SRC: COM18.001
CTB	Provide Submarine Telecommunications Center Services
C99	Provide Communications Services not Specifically Addressed

MISSION AREA: CRYPTOLOGY (CPY)

Provide cryptologic direct support and related cryptographic services in support of Navy requirements.

<u>RFC</u>	<u>Description</u>
HAA	Provide Managerial, Administrative, Supervisory and Clerical Support Services Required to Support the Cryptology Mission Area
HBB	Provide Management and Administrative Support for an Operations Department Supporting more than one Cryptologic RFC Area SRC: CPY01.001
HCB	Perform Signal Collection Services
HDA	Provide Direction Finding Services SRC: CPY03.000 (High Frequency)
HEA	Provide Processing and Reporting Services
HFA	Provide Maintenance and Calibration of Cryptology Equipment SRC: CPY05.003
HGA	Provide Signal Security Services
HHa	Perform Special Intelligence (Si) Communications SRC: CPY07.003
HIA	Provide Cryptological Direct Support of Fleet Operations
HJA	Provide Classic Wizard Operations
HKA	Provide Communications Security (COMSEC) Material System (CMS) Services
H99	Provide Cryptology Services not Specifically Addressed

MISSION AREA: DENTAL (DEN)

Provide complete dental services to authorized personnel in the geographical area served by the facility.

<u>RFC</u>	<u>Description</u>
DAD	Provide Managerial, Administrative, Supervisory and Clerical Support Services Required to Support the Dental Mission Area
DBG	Provide Preventive Dentistry Services at Dental Facilities other than Recruit Training Centers or Recruit Depots SRC: DEN01.007
DCP	Provide Dental Treatment at a Naval Medical Clinic or Naval Hospital
DCQ	Provide Dental Treatment at Other Than RTC, MCRD, Naval Medical Clinic, or Naval Hospital
DDB	Perform Maintenance on Assigned Dental Equipment SRC: DEN03.001
DEB	Provide Dental Laboratory Services
DFB	Provide Residency/Postgraduate Training SRC: DEN05.001
DGA	Provide Preventive Dentistry Services and Dental Treatment at a Recruit Training Center or Depot
D99	Provide Dental Services not Specifically Addressed

MISSION AREA: ELECTRONIC ENGINEERING/MATERIAL SUPPORT (ELX)

Provide Engineering/Material Support of Electronic Hardware/Software Systems to satisfy the Development, Installation, Removal, Test and Evaluation, Maintenance, and Logistic Requirements throughout their service life.

<u>RFC</u>	<u>Description</u>
EBA	Provide Electronic Systems Engineering Services
ECA	Provide Instrumented Surveys
EDA	Provide Intermediate/depot Level Maintenance Support Services SRC: ELX03.001 SRC: ELX03.002
EEA	Provide Standards/Calibration Services not Specifically Addressed in other Mission Areas SRC: ELX04.001-.002 SRC: ELX04.005
EFA	Provide Mobile Technical Assistance Units/Teams
EGA	Provide Avionics Technical Support Services at NAVAVIONICCEN Indianapolis SRC: ELX06.001-.008
EHA	Provide Naval Sea Support Center Services
E99	Provide Electronic Engineering/Material Support Services not Specifically Addressed

MISSION AREA: ENVIRONMENTAL SUPPORT (OCEANOGRAPHY) (ENV)

Plan, coordinate and execute those functions pertaining to Naval Oceanography (Oceanography; Meteorology; Mapping, Charting and Geodesy; Astronomy; and Chronometry).

<u>RFC</u>	<u>Description</u>
JBB	Provide Operational Oceanographic Services and Support SRC: ENV01.001 (Regional Centers) SRC: ENV02.001 (Command Centers) SRC: ENV03.001 (Command Facilities) SRC: ENV04.001 (Command Detachments) SRC: ENV07.200 (Naval Oceanographic Office and Support Units) SRC: ENV07.300 (Naval Oceanographic Office and Support Units) SRC: ENV07.400 (Naval Oceanographic Office and Support Units)
JJB	Provide Fleet Numerical Oceanography Center Operations and Support SRC: ENV05.001
JKB	Operate the Naval Observatory and Detachments
JLB	Provide Meteorological Support for Antarctic Environmental Operations
JPB	Provide Meteorological/oceanographic/Hydrographic Services in Support of Range Operations
JQB	Provide Operational Environmental Services via a Mobile Environmental Team
J99	Provide Environmental Support (Oceanography) Services not Specifically Addressed

MISSION AREA: FACILITIES SUPPORT (FAC)

Provide Naval Construction Force (SEABEES) capabilities and support. Provide Facilities Support in the areas of: Planning, Programming and Construction of Shore Facilities; Family Housing; Facilities Engineering and Maintenance; Transportation Maintenance and Operations; Utilities; and Environmental Protection.

<u>RFC</u>	<u>Description</u>
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FUA	Provide Naval Construction Force (NCF) Capabilities/Support SRC: FAC27.001-.007 (Peacetime) SRC: FAC27.101-.107 (Wartime)
FUP	Provide Construction Battalion Center (CBC), Construction Equipment Department (CED), Prepositioned War Reserve Material Stock (PWRMS), And Civil Engineering Support Office (CESO) SRC: FAC27.011
FWB	Provide Facilities Support at Engineering Field Divisions (Less Family Housing and Transportation Functions) (Note: Does not include Fire Marshall functions (See FIR Mission Area)) SRC: FAC23.001-.002 SRC: FAC23.021-.022
FXA	Provide Facilities Maintenance and Support Services at Public Works Centers (Less Family Housing Services and Transportation Functions) SRC: FAC24.010
FYA	Provide Facilities Maintenance and Support Services at Public Works Departments (Less Family Housing Services and Transportation Functions) SRC: FAC25.001 SRC: FAC25.006-.007 SRC: FAC25.011
FZA	Provide Facilities Support/Services at Activities other than those Specifically Addressed (Less Family Housing Services and Transportation Functions) SRC: FAC26.001
FZ2	Provide Management and Administration of Transportation Program; Transportation Maintenance and Operations Services and Support SRC: FAC25.015-.042 SRC: FAC26.015-.040
FZ3	Provide Management and Administration of Family Housing Program; Field Operations Services and Support
FZ5	Provide Environmental and Natural Resources Protection Support Services as Identified in OPNAVINST 5090.1

<u>RFC</u>	<u>Description</u>
F99	Provide Facilities/support Services not Specifically Addressed

MISSION AREA: FINANCIAL SERVICES (FIN)

Provide financial planning, programming, budgeting, accounting, disbursements and performance analysis.

<u>RFC</u>	<u>Description</u>
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KAB	Provide Comptroller Services (Applies to all Naval shore activities tasked to perform authorization accounting functions except Navy Industrial Fund (NIF) activities under KFB or KFP and Commissary Stores under the PER Mission Area)
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SRC: FIN00.001

KAC	Provide Internal Review Services (Excludes Financial Information Processing Center (FIPC) and Financial Processing Center (FPC) activities under KCB and NIF activities under KFB or KFP)
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KAH	Provide Naval Audit Services
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KBB	Provide Budget Services (Applies to all Funds Administering Activities performing memorandum accounting. Excludes activities performing authorization accounting under KCB/KCC, NIF activities under KFB/KFP and Commissary Stores under the PER Mission Area)
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KCB	Provide Regional Accounting Services (Pertains to FIPC/FPC activities only. Excludes activities maintaining unofficial accounting records and Commissary Stores under the PER Mission Area)
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KCC	Provide Authorization Accounting Services (Excludes FIPC/FPO activities under KCB, NIF activities under KFB or KFP and Commissary Stores under the PER Mission Area)
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KCD	Provide Civilian Payroll Services
	SRC: FIN02.004 (Shipyard MIS)
	SRC: FIN02.005 (UADPS)
	SRC: FIN02.006 (CNM LAB)
	SRC: FIN02.007 (MSDO)
	SRC: FIN02.008 (MISC HV)
	SRC: FIN02.009 (MISC LV)

KDA	Provide Disbursing Services Support (PSA)
	SRC: FIN03.000

KDB	Provide Military Pay Disbursing Services (PSD)
	SRC: FIN03.001

<u>RFC</u>	<u>Description</u>
KDC	Provide Travel/Public Voucher Disbursing Services (PSD/P.A.) SRC: FIN03.002
KDD	Provide Public Funds Disbursing Services (P.A./PSD) SRC: FIN03.003
KDE	Provide Disbursing Services (Excludes FIPC/FPC activities under KCB, PSAs/PSDs and NIF activities under KFB or KFP)
KFB	Provide Navy Industrial Fund (NIF) Financial Services SRC: FIN05.001
K99	Provide Financial Services not Specifically Addressed

MISSION AREA: FIREFIGHTING (FIR)

Prevent, control, extinguish, and investigate all types of fires.

<u>RFC</u>	<u>Description</u>
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LAC	Provide Area Fire Marshal Services and Support Provided by NAVFACENGCOM/EFDS/CINCPACFLT SRC: FIR00.001-.002
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LBB	Provide Fire Prevention Inspections SRC: FIR01.001
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LCA	Provide Firefighting Operations SRC: FIR02.001-.008
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L99	Provide Firefighting Support Services not Specifically Addressed
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MISSION AREA: FLIGHT SUPPORT SERVICES (FSS)

Provide and maintain facilities and services necessary to support flight operations from a land base.

<u>RFC</u>	<u>Description</u>
NAB	Provide Managerial, Administrative, Supervisory and Clerical Support Services, Including Quality Assurance, Required to Support Areas within the Flight Support Services Mission Area
NCC	Provide Air Traffic Control Services SRC: FSS02.002-.004
NDA	Provide Fleet Air and Surface Operating Area Scheduling, Control, and Surveillance Services SRC: FSS03.000-.003
NEA	Provide Air Terminal Services
NFA	Provide Ground Electronics Maintenance
NGA	Provide Aircrew Services
NJA	Provide Field Support Services
NMA	Provide Helicopter Landing Training Services (Applies to the Helicopter Landing Training Ship (HLT-1), NAS Pensacola FL only) SRC: FSS12.001
N99	Provide Flight Support Services not Specifically Addressed

MISSION AREA: INTER/INTRA COMMAND SUPPORT (ICS)

Provide specialized professional services and clerical support to own command and other Navy activities.

<u>RFC</u>	<u>Description</u>
IAB	Command and Administer a Naval Shore Activity SRC: ICS00.001
IAD	Officer-in-Charge, Naval Shore Activity
IBD	Provide Naval Council of Personnel Boards Service
IBE	Board for Correction of Naval Records
IBF	Provide Convening Authority Legal Services SRC: ICS01.005-.006
IBL	Provide Naval Legal Service Office/detachment, Legal Functions SRC: ICS01.011
IBN	Provide Supervisory Authority Legal Services SRC: ICS01.013
IBO	Provide Trial Judiciary Legal Services SRC: ICS01.014
IBQ	Provide Office of Counsel Legal Services
ICG	Provide Public Affairs Services at the NAVINFO Level SRC: ICS02.006
ICH	Provide Public Affairs Services at the ND/TYPE Command Level SRC: ICS02.007
ICI	Provide Public Affairs Services at the Base/Station Activity
ICK	Provide Fleet Hometown News Service SRC: ICS02.010
ICX	Provide Public Affairs Center Services, San Diego, CA SRC: ICS02.023

<u>RFC</u>	<u>Description</u>
IDB	Provide Navy Patent Counsel Services SRC: ICS03.001
IDC	Provide Claimant Patent Counsel Services SRC: ICS03.002
IDD	Provide Activity Patent Counsel Services SRC: ICS03.003
IEA	Provide Claimant/Sub-claimant Religious Program Support Services SRC: ICS04.000
IEB	Provide Conus Religious Program and Consultations SRC: ICS04.001
IEC	Provide Overseas Religious Program and Consultations SRC: ICS04.002
IED	Provide Training Command Religious Program and Consultations SRC: ICS04.003
IEE	Provide Hospital Religious Program and Consultations SRC: ICS04.004
IEF	Provide Fleet Marine Force Religious Program and Consultations
IEG	Provide Distribution and Placement of Chaplains SRC: ICS04.007
IEH	Recruitment for Chaplain Corps SRC: ICS04.008
IEI	Operate Chaplain Resource Board SRC: ICS04.009
IEJ	Provide Naval Reserve Chaplain Program SRC: ICS04.010
IEK	Provide Naval Alcohol and Drug Rehabilitation Center Religious Program and Consultations SRC: ICS04.011
IEL	Provide Chaplains Religious Enrichment Development Operation (CREDO) SRC: ICS04.012

<u>RFC</u>	<u>Description</u>
IFB	Provide an Aviation Safety Program SRC: ICS05.001
IFC	Provide and Administer an Occupational Safety and Health Program SRC: ICS05.002 (Type A Activities) SRC: ICS05.003 (Type B Activities) SRC: ICS05.004 (Type C Activities) SRC: ICS05.005 (Type D Activities) SRC: ICS05.006 (Type E Activities) SRC: ICS05.007 (Type F Activities) SRC: ICS05.008 (Type G Activities)
IFK	Provide Naval Safety Center Programs and Services SRC: ICS05.010-.016
IFU	Provide Disaster Preparedness Program Services
IGU	Provide Technical Information Services at NATC Patuxent River
IHA	Provide Management Assistance Support Services
IIB	Provide Administrative Support Services SRC: ICS08.001
III	Provide Reprographic Services SRC: ICS08.008
IJJ	Provide Word Processing Services SRC: ICS08.009
IJK	Provide a Centralized Mail and or Locator/Correspondence Distribution System/Mail Directory Service
IJB	Command Master Chief Petty Officer SRC: ICS09.001 (Command MCPO) SRC: ICS09.002 (Fleet/Force MCPO) SRC: ICS09.003 (Headquarters MCPO)
IKC	Operate a General Library SRC: ICS10.002
IKD	Operate a Museum/Art Gallery SRC: ICS10.003
IKG	Manage Navy General Library System SRC: ICS10.006 (Applies to NAVEDTRAPRODEVEN Only)

<u>RFC</u>	<u>Description</u>
IKH	Provide Regional Librarian Services SRC: ICS10.007
IKI	Operate a Special/Professional Library SRC: ICS10.008
ILA	Provide Planned Maintenance System (PMS) Services SRC: ICS11.006-.007
ILB	Provide Shipboard Maintenance Management (3-M) Support SRC: ICS11.001 (Type Commanders Only)
ILC	Provide Aviation Maintenance Management (3-M) Support SRC: ICS11.002 (Type Commanders Only)
IMA	Provide Music Program Management SRC: ICS12.000
IMB	Provide Band Services SRC: ICS12.001-.002
IMD	Provide Washington, DC Band Services SRC: ICS12.003-.004
IME	Provide Music Program Support SRC: ICS12.006-.007
IMF	Provide Music Program CHINFO Liaison SRC: ICS12.005
INA	Provide Audio/Visual Services
IXA	Provide Enlisted Distribution and Assignment of Personnel Management Services (Applies to NMPC, Washington, DC only)
IXB	Provide Enlisted Distribution Management Assistance SRC: ICS23.001
IXC	Provide Enlisted Placement Service SRC: ICS23.002
IXD	Assign Non-rated/Non-designated Enlisted Personnel SRC: ICS23.003

<u>RFC</u>	<u>Description</u>
IXE	Provide Enlisted Training and Administration of Reserve (TAR) Distribution Control SRC: ICS23.004
IXF	Provide Enlisted Distribution Management Information System Support SRC: ICS23.005
IXG	Monitor Transient Personnel Processing SRC: ICS23.006
IXH	Provide Centralized Enlisted Personnel Control Provide centralized control of enlisted (rated/designated strikers) distribution, assignment, and manning) SRC: ICS23.007 Provide centralized control of enlisted classification, training, and incentives SRC: ICS23.008 Provide centralized control of enlisted distribution and manning SRC: ICS23.009
IXK	Provide Officer Distribution, Assignment, and Placement SRC: ICS23.010
IXL	Provide Distribution Support Services SRC: ICS23.011
IXM	Provide Distribution Management and Control SRC: ICS23.012
IXN	Provide Control in the Allocation of Officer/enlisted Personnel SRC: ICS23.013
IZB	Manage the Naval Postal System SRC: ICS25.001
IZE	Operate a Naval Postal Terminal SRC: ICS25.004 (Other than Naval Station, Norfolk, VA) SRC: ICS25.005 (Naval Station, Norfolk, VA)
IZG	Operate a Naval Post Office SRC: ICS25.006

<u>RFC</u>	<u>Description</u>
I2B	Provide Navy Publications and Printing Service (NPPS) Division Level Support Services SRC: ICS26.001
I2C	Provide Printing Services (Command) SRC: ICS26.002
I2D	Provide Printing Services (NPPSO/NPPSO DET) SRC: ICS26.003
I2E	Provide Printing Services (NPPSBO/NPPSBO DET) SRC: ICS26.004
I2F	Perform Printing Production Processes SRC: ICS26.100-.594
I4B	Provide Naval Historical Center Services SRC: ICS28.001
I4D	Operate the USS Constitution SRC: ICS28.003
I99	Provide Inter/Intra Command Support Services not Specifically Addressed

MISSION AREA: INTELLIGENCE (INT)

Provide for the collection, evaluation, interpretation, handling, and dissemination of intelligence information.

<u>RFC</u>	<u>Description</u>
OAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the INT Mission Area and to Support Areas within the INT Mission Area Which Crosses RFC Lines
OEA	Provide Intelligence Data Handling System Services
OIA	Provide Naval Investigative Service Operations and Support SRC: INT08.001 SRC: INT08.003-.006
OJA	Provide Fleet Intelligence Center Operations and Support SRC: INT09.040-.042
OKA	Provide ASWOC Operations and Support SRC: INT10.001-.004
OLA	Provide Ocean Surveillance Services at a Naval Facility
OMA	Provide Naval Intelligence Support Center (NISC) Services
ONA	Provide Fleet Ocean Surveillance Information Center/Facility (FOSIC)/FOSIF) Services SRC: INT13.001-.002 SRC: INT13.004-.005
OPA	Provide Navy Operational Intelligence Center (NAVOPINTCEN) Services SRC: INT14.001 SRC: INT14.005
OQA	Provide Ocean Surveillance Services at a Naval Ocean Processing Facility
ORA	Provide Fleet Composite Operational Readiness Group Operations and Support
OSA	Provide Ocean Surveillance Data Evaluation Services at a Main Evaluation Center
OVA	Provide Naval Intelligence Operations Group (CTG 168) Services
OXA	Provide Naval Intelligence Processing System Support Activity Services
OZA	Provide Naval Space Surveillance System (NAVSPASUR) Services

<u>RFC</u>	<u>Description</u>
O1A	Provide Surveillance Training and Operating Procedures Standardization (SURTOPS) Program Services
O2A	Provide Submarine Surveillance Program (SSEP) Services
O3A	Provide Navy Fleet Surveillance Support Command (FSSC) and over the Horizon Radar Detachment Services
O4A	Provide Surface Ship ASW Analysis Center (SSAC) Services
O99	Provide Intelligence Services not Specifically Addressed

MISSION AREA: IN-SERVICE ENGINEERING/LOGISTICS SUPPORT (ISE)

Provides for the conduct of in-service engineering/logistics support of operational systems to satisfy the engineering, analysis tests, evaluation, maintenance and logistics requirements for operational systems throughout their entire service life.

<u>RFC</u>	<u>Description</u>
UAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the ISE Mission Areas and to Support Areas within the ISE Mission Area which Cross RFC Lines
UBA	Provide Engineering Support Services
UCA	Provide In-service Test and Evaluation Services
UDA	Provide Logistic Support Services
UEA	Provide Logistics/Lifecycle Engineering Support Services at NAVSEALOGSUPENGAC, Mechanicsburg, PA
UFA	Provide Technical Document Services at Naval Air Technical Services Facility, Philadelphia, PA
UGA	Provide Lifecycle Engineering Management and Logistics Support at NAVSEACOMBATSYSENGSTA, Norfolk, VA
UHA	Provide Nuclear Program In-service Engineering/Logistic Support Services at NAVWPNEVALFAC, Albuquerque, NM
UIA	Provide Naval Ordnance Test Unit Services
UJA	Provide In-service Engineering/Logistics Support Services at the Trident Command and Control System Maintenance Activity (TRICCSMA)
UKA	Provide In-service/Logistics Support at the Integrated Combat System Test Facility (ICSTF)
U99	Provide Inservice Engineering/logistics Support Services not Specifically Addressed

MISSION AREA: MEDICAL (MED)

Provide general clinical, hospitalization, and other health services to authorized personnel. Cooperate with military and civilian authorities in matters pertaining to health and sanitation.

<u>RFC</u>	<u>Description</u>
MAB	Provide Mission Area Support Services at the Local Command Level
MBB	Provide Primary Care Services SRC: MED01.001
MBC	Provide Emergency Care Services
MBD	Provide Ambulance Services
MB9	Perform Functions not Specifically Addressed
MCA	Provide Medical Contingency Support Services
MCB	Provide Contingency Support for Hospital Ship (TAH)
MCC	Provide Contingency Support for Casualty Receiving and Treatment Ship (CRTS)
MCD	Provide Contingency Support for Fleet Marine Force (FMF)
MCE	Provide Contingency Support for Fleet Hospital (FH)
MCF	Provide Contingency Support for Rapidly Deployable Medical Facility (RDMF)
MCG	Provide Contingency Support for OCONUS Medical/Dental Treatment Facility (OCONUS M/DTF)
MCH	Provide Contingency Support for Mobile Medical Augmentation Readiness Team (MMART)
MCI	Provide Contingency Support for Noncombatant Evacuation Operations (NEO)
MCJ	Provide Contingency Support for DOD and Federal Agencies (ASMRO, ASWBPL, Coast Guard, etc.)
MC9	Perform Contingency Functions not Covered by Existing Language
MDA	Provide Medical Data Services Management and Control

<u>RFC</u>	<u>Description</u>
MDB	Provide Program Analysis Services
MDC	Provide Information Systems Management Services
MDD	Provide Medical Data Services
MD9	Perform Medical Data Service Functions not Specifically Addressed
MEA	Provide Functional Area Management and Control for Patient Administrative Services
MEB	Provide Patient Affairs Services
MEC	Provide Outpatient Administrative Services
ME9	Perform Patient Affairs Functions not Specifically Addressed
MFA	Provide Functional Area Management and Control for Medical Administration Services
MFB	Provide Facilities Management Services at Naval Hospitals
MFC	Provide Education and Training Services at Naval Hospitals
MFD	Provide Morale, Welfare, and Recreational Services at Naval Hospitals
MFE	Provide Operating Management Services at Naval Hospitals
MFF	Provide Command Mailroom Services at Naval Hospitals
MFG	Provide Manpower Management Services at Naval Hospitals
MFH	Provide Medical Repair Services at Naval Hospitals
MF1	Provide Medical Administrative Services at Clinics
MF9	Perform Medical Administrative Functions not Specifically Addressed
MGB	Provide Naval Home Medical Support Services
MGC	Provide Medically Related Services for the DOD Dependents Schools (DODDS) Program
MGD	Provide Quality Assurance Support Services
MGE	Provide Credentials Review and Privileging Support Services

<u>RFC</u>	<u>Description</u>
MG9	Perform Medical Support Functions not Specifically Addressed
MHA	Provide Functional Area Support Services for Graduate Medical Education
MHB	Provide Specialized Graduate Medical Education Programs
MH9	Perform Graduate Medical Education Functions not Specifically Addressed
MIB	Provide Orthopaedic Services SRC: MED08.001
MIC	Provide Podiatry Services SRC: MED08.002
MJB	Provide Physical Therapy Services SRC: MED09.001
MJC	Provide Occupational Therapy Services SRC: MED09.002
MKB	Provide Surgical Services SRC: MED10.001
MKC	Provide Surgical Suite SRC: MED10.002
MLB	Provide Anesthesiology Services SRC: MED11.001
MMB	Provide Urology Services SRC: MED12.001
MNB	Provide Internal Medicine Services SRC: MED13.001
MOB	Provide Family Practice Services SRC: MED14.001
MPB	Provide Pediatric Services SRC: MED15.001
MQB	Provide Psychiatry Services SRC: MED16.001
MQC	Provide Social Work Services

<u>RFC</u>	<u>Description</u>
MRC	Provide Laboratory Services at Clinics (Excluding Those at Recruit Training Activities) SRC: MED17.002
MRD	Provide Laboratory Services at Recruit Activity Clinics SRC: MED17.003
MRE	Provide Drug Screening/Toxicology Laboratory Services
MRF	Provide Functional Management and Support at Naval Hospitals for Laboratory Services
MRG	Provide Pathologist Services at Naval Hospitals
MRH	Provide Cytopathology Services at Naval Hospitals
MRI	Provide Histopathology Services at Naval Hospitals
MRJ	Provide Clinical Pathology Services at Naval Hospitals
MRK	Provide Blood Donor Center/Transfusion Services at Naval Hospitals
MRL	Provide Clinical Investigation Services
MR9	Perform Laboratory Functions not Specifically Addressed
MSB	Provide Radiology Services at Teaching Hospitals SRC: MED18.001
MSC	Provide Radiology Services at Hospitals (Excluding Teaching Hospitals) SRC: MED18.002
MSD	Provide Radiology Services at Clinics SRC: MED18.003
MSE	Provide Radiology Services Special Procedures at Clinics SRC: MED18.004
MTB	Provide Ophthalmology Services SRC: MED19.001
MTC	Provide Optometry Services at Naval Hospitals SRC: MED19.002
MTD	Provide Optometry Services at Clinics (Excluding Recruit Training Commands) SRC: MED19.003

<u>RFC</u>	<u>Description</u>
MTE	Provide Optometry Services at Recruit Training Commands SRC: MED19.004
MTF	Provide Ophthalmic Support Services SRC: MED19.005
MTG	Provide Ophthalmic Services at Naval Ophthalmic Support and Training Activity, Yorktown, VA SRC: MED19.006
MUB	Provide Otolaryngology (Head and Neck Surgery) SRC: MED20.001
MVB	Provide Obstetrics/Gynecology Services at Naval Hospitals SRC: MED21.001
MVC	Provide Obstetrics/Gynecology Services at Naval Medical Clinics/Branch Clinics SRC: MED21.002
MWA	Provide Functional Area Management for Occupational Health Services
MWB	Provide Occupational Medicine Services
MWC	Provide Industrial Hygiene Services
MWD	Provide Navy Environmental Health Center Services
MWE	Provide Occupational Medicine and Industrial Hygiene Services at Naval Shipyard Clinics
MWF	Conduct Occupational Safety and Health Oversight Inspections at Naval Shore Activities under the Direction of the Navy Inspector General
MW9	Perform Occupational Health Functions not Specifically Addressed
MXA	Provide Functional Area Management and Control for Nursing Services
MXB	Provide Medical/Surgical Inpatient Nursing Services SRC: MED23.001 (Facilities with more than 90 beds) SRC: MED23.002 (Facilities with less than 90 beds)
MXC	Provide Obstetric (Ante/Postpartum) Inpatient Nursing Services
MXD	Provide Psychiatric Inpatient Nursing Services SRC: MED23.003

<u>RFC</u>	<u>Description</u>
MXE	Provide Pediatric Inpatient Nursing Services
MXF	Provide Intensive Care Inpatient Nursing Services
MXG	Provide Neonatal Intensive Care Inpatient Nursing Services
MXH	Provide Newborn Nursery Inpatient Nursing Services
MX9	Perform Nursing Service Functions not Specifically Addressed
MYB	Provide Preventive Medicine and Environmental Health Services at Naval Hospitals and Branch Clinics within CONUS SRC: MED24.001
MYC	Provide Navy Environmental and Preventive Medicine Unit Services SRC: MED24.005 (Norfolk, VA) SRC: MED24.006 (San Diego, CA) SRC: MED24.007 (Pearl Harbor, HI) SRC: MED24.008 (Naples, IT)
MYD	Provide Navy Disease Vector Ecology and Control Center Services SRC: MED24.009 (Alameda, CA) SRC: MED24.010 (Jacksonville, FL)
MYE	Provide Preventive Medicine and Environmental Health Services Outside CONUS SRC: MED24.004
MY9	Perform Preventive Medicine and Environmental Health Functions not Specifically Addressed
MZB	Provide Dermatology Services SRC: MED25.001
M2B	Provide Pharmacy Services at Naval Hospitals SRC: MED26.001
M2C	Provide Pharmacy Services at Clinics (Excluding Clinics at Recruit Training Activities) SRC: MED26.002
M2D	Provide Pharmacy Services at Recruit Activity Clinics SRC: MED26.003

<u>RFC</u>	<u>Description</u>
M3B	Provide Neurology Services SRC: MED27.001
M4B	Provide Operational Medicine Services
M49	Perform Operational Medicine Functions not Specifically Addressed
M5B	Provide Alcohol Rehabilitation Services SRC: MED29.001
M6B	Provide Central Sterile Supply Services SRC: MED30.001
M7A	Provide Functional Area Support Services for Medical Supply
M7B	Provide Stock Control Services
M7C	Provide Inventory Control Services
M7D	Provide Receiving, Storage, and Issue Services
M7E	Provide Receipt Control Services
M79	Perform Medical Supply Functions Not Specifically Addressed

MISSION AREA: PERSONNEL SUPPORT (PER)

Provide a Personnel Support Program and related services.

<u>RFC</u>	<u>Description</u>
PAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the per Mission Area and to Support Areas Within the PER Mission Areas Which Cross RFC Lines
PBA	Operate a Personnel Support Activity SRC: PER01.000
PBB	Provide Management of a PSD and Maintain Active Duty Records
PBC	Maintain Reserve Service Records
PBD	Provide Recruit Classification Services SRC: PER01.003
PBE	Provide Educational Training Support Services
PBF	Provide Career Counseling SRC: PER01.005
PBK	Provide Merchandise Control Services (Applies to overseas activities only)
PBQ	Operate the Navy Family Allowance Activity SRC: PER01.019-.020
PBR	Provide Naval Reserve Personnel Center (NRPC) Services
PCA	Provide Mess (Consolidated/Open) and Essential Food Service Services
PDA	Provide Navy Exchange Services
PEB	Provide Civilian Personnel Administration (Less Wage and Classification) SRC: PER04.001
PEC	Provide Wage and Classification SRC: PER04.002
PFB	Operate a Family Service Center
PGA	Provide Special Services Program Services

<u>RFC</u>	<u>Description</u>
PHA	Provide Berthing Services SRC: PER 07.001
PHG	Operate and Maintain the United States Naval Home SRC: PER07.006
PIA	Provide Drug/Alcohol Program Advisor (DAPA) Services
PIB	Provide Counseling and Assistance Center (CAAC) Services
PIC	Provide Alcohol Rehabilitation Center (ARC) Services
PII	Provide EEO Services SRC: PER08.007
PJA	Provide Laundry/Dry-cleaning Services SRC: PER09.001 SRC: PER09.003
PKA	Provide Commissary Services SRC: PER10.000-.002
PLA	Provide Passenger Transportation Services SRC: PER11.001
PMA	Provide Military Personnel Program Management
P99	Provide Personnel Support Services not Specifically Addressed

MISSION AREA: PORT SERVICE OPERATIONS (PSO)

Provide for fleet service and service craft operations.

<u>RFC</u>	<u>Description</u>
QAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the PSO Mission Area and to Support Areas Within the PSO Mission Area Which Cross RFC Lines
QAC	Provide Harbor Pilot Services
QBA	Provide Operational and Maintenance Services for Service and Utility Craft
QCA	Provide Motion Picture Exchange Services
QDA	Provide Degaussing/Deperming Services
QEA	Provide Oil Spill Control/Waste Recovery Services
Q99	Provide Port Service Operations not Specifically Addressed

MISSION AREA: RECRUITING (RCT)

Provide for recruitment of personnel to fill assigned goals.

<u>RFC</u>	<u>Description</u>
RAB	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the RCT Mission Area and to Support Areas Within the RCT Mission Area Which Cross RFC Lines SRC: RCT00.001
RAK	Provide Mobile/Stationary Navy Exhibits Services (Includes manufacture and maintenance)
RBA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the Recruiting Function SRC: RCT01.000
RBB	Provide Recruiting Services for Officer Programs SRC: RCT01.001
RBC	Provide Recruiting Services for Enlisted Programs SRC: RCT01.002
RBD	Provide Recruiting Services for Reserve Air Programs SRC: RCT01.003
RBE	Provide Recruiting Services for Reserve Surface Programs SRC: RCT01.004
RBF	Provide Leads Services
RCB	Provide Recruited Applicant Processing Services SRC: RCT02.001
RDB	Provide Other Recruiting Services SRC: RCT03.001
R99	Provide Recruiting Services Not Specifically Addressed

MISSION AREA: RESEARCH AND DEVELOPMENT (R&D)

Provide for the conduct of Research, Development, Test, and Evaluation (RDT&E) projects and programs.

<u>RFC</u>	<u>Description</u>
YAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the R&D Mission Area and to Support Areas within the R&D Mission Area Which Cross RFC Lines
YBA	Provide Research and Development Services SRC: R&D01.001
YCA	Provide Experimentation and Testing Range Services
YDA	Provide Operational Test and Evaluation Services
YEA	Provide Medical Research and Development Services
YFA	Provide Navy Experimental Diving Unit Services and Support
YHA	Provide Satellite Navigation Area Support SRC: R&D07.000
YHB	Provide Satellite Navigation Services SRC: R&D07.001
YHC	Provide Engineering and Technical Services SRC: R&D07.002
YHD	Provide Performance Analysis Services SRC: R&D07.003
YHE	Provide Tracking and Injection Detachment Services SRC: R&D07.004-.006
YIA	Provide Naval Air Test Center Services
YJA	Provide OCONUS Research and Development Services
YNA	Provide Development and Acquisition and Support Services of Training Equipment and Instructional Materials
Y99	Provide Research and Development Services not Specifically Addressed

MISSION AREA: SECURITY (SEC)

Provide Master-at-Arms (MAA), Physical Security/Law Enforcement, Confinement/Correctional Facilities, Deserter/Prisoner Escort Services, Information/Personnel/Security Program, and Military Customs Inspection Services.

<u>RFC</u>	<u>Description</u>
SAA	Provide Managerial, Administrative, Supervisory and Clerical Support Services, Including Quality Assurance, Required to Support Areas within the Security Mission Area SRC: SEC07.000
SBA	Provide Master-at-Arms (MAA) Services SRC: SEC07.007
SCB	Provide Consolidated Law Enforcement/Physical Security Services (Note: This RFC is not to be utilized unless the activity has implemented SECNAV message 202050Z JAN 87 or unless directed by the applicable Manpower Claimant) SRC: SEC02.001 SRC: SEC07.001-.004 SRC: SEC07.006
SDB	Provide Brig Services SRC: SEC03.001
SDD	Provide Correctional Custody Unit Services SRC: SEC03.003
SDE	Provide Transient Personnel Unit Services SRC: SEC03.004 SRC: SEC07.008
SGC	Provide Absentee/Deserter/Prisoner Escort Services SRC: SEC06.002 (NACUs Only)
SHK	Provide Law Enforcement/physical Security Training SERVICES SRC: SEC07.010
SIA	Provide an Information/personnel Security Program SRC: SEC07.011
SJA	Provide Military Customs Inspection Services SRC: SEC07.005
S99	Provide Security Services not Specifically Addressed

MISSION AREA: SHIP REPAIR (SHP)

Provide for the repair, alteration, and maintenance of ships, service craft, and boats, including their associated systems and components. Including but not restricted to Naval Shipyards; Ship Repair Facilities (SRFs); Shore Intermediate Maintenance Activity (SIMA); Production and Support Services for Naval Shipyards at NAVORDSTA Louisville, KY; Deep Submerge System Support; PHM Squadron Staff and Mobile Logistics Support; Mobile Salvage and Repair Diving; Inactive Ship Maintenance; Planning and Engineering for Repairs and Alterations (PERA); Trident Refit Facility; and Readiness Support Group services.

<u>RFC</u>	<u>Description</u>
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XVA	Provide SIMA Services
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XWB	Provide Ship Repair Facility (SRF) Services (SRF Yokosuka only)
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SRC:	SHP22.001 (Activity Support)
SRC:	SHP22.002 (Combat Systems Support)
SRC:	SHP22.003 (Planning/Estimating)
SRC:	SHP22.004 (Design)
SRC:	SHP22.005 (Production Engineering)
SRC:	SHP22.006 (Quality Assurance/Inspection)
SRC:	SHP22.007 (Electrical/Electronic Services)
SRC:	SHP22.008 (Machinery/Mechanical Services)
SRC:	SHP22.009 (Structural Services)
SRC:	SHP22.010 (Other Services Not Listed)

XXB	Provide Ship Repair Facility (SRF) Services (SRF Guam only)
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SRC:	SHP23.001 (Activity Support)
SRC:	SHP23.003 (Planning/Estimating)
SRC:	SHP23.004 (Design)
SRC:	SHP23.005 (Production Engineering)
SRC:	SHP23.006 (Quality Assurance/Inspection)
SRC:	SHP23.007 (Electrical/Electronic Services)
SRC:	SHP23.008 (Machinery/Mechanical Services)
SRC:	SHP23.009 (Structural Services)
SRC:	SHP23.010 (Other Services Not Listed)

XYB	Provide Production and Support Services for Naval Shipyards at NAVORDSTA Louisville
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SRC:	SHP24.001 (Activity Support)
SRC:	SHP24.002 (Planning/Estimating)
SRC:	SHP24.003 (Production Engineering)
SRC:	SHP24.004 (Quality Assurance/Inspection)
SRC:	SHP24.005 (Production Department Technical Support)
SRC:	SHP24.006 (Fabrication)

<u>RFC</u>	<u>Description</u>
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XYB (cont)	SRC: SHP24.007 (Anti-Submarine Warfare/Undersea Warfare (ASW/UW) Technical Assembly and Overhaul) SRC: SHP24.008 (Heavy Machinery) SRC: SHP24.009 (Light Machinery) SRC: SHP24.010 (Surface Finishing) SRC: SHP24.011 (General Assembly and Overhaul) SRC: SHP24.012 (Prototype and Tooling) SRC: SHP24.013 (Missile Production) SRC: SHP24.014 (Fire Control Overhaul, Repair and Assembly)
X2B	Provide Support Functions at Submarine Rescue Unit SRC: SHP26.001
X3B	Provide PHM Squadron Staff and Mobile Logistics Support Group Services SRC: SHP27.001-.002
X4A	Provide Mobile Salvage and Repair Diving Services
X5A	Provide Inactive Ship Maintenance and Repair Services
X6A	Provide Planning and Engineering for Repairs and Alterations (PERA) Services
X7A	Provide Trident Refit Facility Services SRC: SHP31.700 SRC: SHP31.703-.704 SRC: SHP31.710 SRC: SHP31.720 SRC: SHP31.730 SRC: SHP31.740
X8A	Provide Readiness Support Group (RSG) Services
X9A	Provide Ship Repair Services at Naval Shipyards
X99	Provide Ship Repair Services not Specifically Addressed

MISSION AREA: STAFF (STF)

Exercise command and control of a shore staff including but not restricted to: advise and assist SECNAV; OPNAV offices; Systems Command headquarters; Management Headquarters activities; Headquarters Support activities; Type Commands; Shore component of a Numbered Fleet; Force or Special commands; Surface Group or Special Group commands; Fleet Air commands; Naval Base or Naval Activities; Functional, Type or Training Wings; Naval Training Center or Groups; Regional commands; Office of Medical Affairs/Dental Affairs; Naval Healthcare Services Offices; Project Offices; Navy Broadcasting Service staff; Board of Inspection and Survey; Naval Investigative Service Headquarters; Navy Imaging Command; Naval Legal Service Command; Naval Internal Relations Activity; Navy Manpower Analysis Center; Naval Accounting and Finance Center; and Navy Publications and Printing Service Management Office.

NOTE: This mission area is designed for use by shore establishment staffs only. The language contained in the functional areas and RFCs may not be all inclusive of all staffs ashore.

<u>RFC</u>	<u>Description</u>
6AA	Advise and Assist SECNAV
6BA	Administer OPNAV Offices SRC: STF02.015
6CA	Administer Systems Command Headquarters
6DA	Administer a Management Headquarters Activity
6EA	Administer a Headquarters Support Activity
6FA	Administer Other Staff Commands
699	Provide Staff Services not Specifically Addressed

MISSION AREA: SUPPLY (SUP)

Provide supply management and administrative control. Procure, receive, store, control, account for, and issue material. Provide ancillary services. Standard Reference Codes (SRC) annotated Standard Supply/Supply and Fiscal Department (SSSFD) or Uniform Automated Data Processing System for Stock Points (UADPS-SP) are restricted to activities operating basically in accordance with NAVSUP Publication 1, Vol 1, paragraphs 11065 and 11066. SRCs annotated as Limited (LTD) are restricted to activities whose supply functions are performed on a Limited Basis and in accordance with NAVSUP Publication 1, Vol 1, paragraphs 11065.2d and 11066.1c.

<u>RFC</u>	<u>Description</u>
------------	--------------------

ZAA	Provide Supply Management and Administrative Services
-----	---

SRC: SUP00.002 (Naval Shipyards)
SRC: SUP00.202 (Naval Shipyards)
SRC: SUP00.300 (Naval Shipyards)

ZBA	Provide Inventory Control Services
-----	------------------------------------

SRC: SUP01.002 (Naval Shipyards)
SRC: SUP01.102 (Naval Shipyards)
SRC: SUP01.202 (Naval Shipyards)
SRC: SUP01.301 (Naval Supply Centers/Shipyards)
SRC: SUP01.402 (Naval Shipyards)
SRC: SUP01.501 (UADPS-SP)

ZCA	Provide Material Handling Services
-----	------------------------------------

SRC: SUP02.002 (Naval Shipyards)
SRC: SUP02.102 (Naval Shipyards)
SRC: SUP02.302 (Naval Shipyards)
SRC: SUP02.501 (Naval Shipyards)
SRC: SUP02.701 (UADPS-SP)

ZDA	Provide Aviation Supply Support Services
-----	--

SRC: SUP03.001-.002 (FALSC NAS North Island only)
SRC: SUP03.006

ZEB	Provide Personal Property Office Services
-----	---

SRC: SUP04.001

ZEE	Provide LOX, O2 and N2 Services
-----	---------------------------------

SRC: SUP04.004

ZEG	Provide SERVMART Services
-----	---------------------------

SRC: SUP04.006

<u>RFC</u>	<u>Description</u>
ZEH	Provide Outfitting Supply Services SRC: SUP04.007
ZEI	Provide Integrated Logistic Overhaul Program Services
ZEJ	Provide Shop Store Services SRC: SUP04.009 SRC: SUP04.021 (Naval Shipyards)
ZEK	Provide Recruit Clothing Services SRC: SUP04.010
ZEL	Provide Navy Food Service Office (NFSSO) and Navy Food Service Management Team (NFMT) Services
ZEM	Provide Enlisted Dining Facility Services SRC: SUP04.012-.013
ZET	Provide Outfit Material Handling Services (NSC)
ZEY	Provide Fleet Polaris Material Office Services SRC: SUP04.025 (PMOPAC)
ZFA	Provide Contract Administrative Services
ZGB	Provide Contract Administrative Services (SUPSHIP) SRC: SUP06.100 SRC: SUP06.110-.899
ZHA	Provide Military Sealift Command Services SRC: SUP07.011
ZIA	Provide Procurement Services
ZJA	Provide Traffic/Freight Terminal Services
ZKA	Provide Petroleum Products and Services
ZLB	Provide Navy Aviation Supply Office (ASO) Services
ZLC	Provide Navy Ships Parts Control Center (SPCC) Services
ZL3	Provide Navy International Logistics Control Office (NAVILCO) Services
ZL4	Provide Fleet Material Support Office (FMSO) Services
ZMA	Provide Navy Material Transportation Office (NAVMTO) Services

<u>RFC</u>	<u>Description</u>
ZMB	Provide Navy Publications and Forms Center (NAVPUBFORMCEN) Services
ZNB	Provide Fitting out and Supply Support Assistance Center (FOSSAC) Services
ZTA	Provide Standard Supply/supply and Fiscal Department (SSSFD) Services
ZUA	Provide Limited Supply Services (LTD)
Z99	Provide Supply Services not Specifically Addressed

MISSION AREA: TRAINING (TRA)

Provide training activity management, administrative support, and training services.

<u>RFC</u>	<u>Description</u>
------------	--------------------

TBB	Provide Recruit Receiving Services SRC: TRA01.001
-----	--

TBC	Provide Recruit Training Support Management/Assignment/Scheduling/Data Analysis Services SRC: TRA01.002
-----	--

TBD	Provide Standards and Evaluation Services SRC: TRA01.003
-----	---

TBE	Provide Recruit Technical Training Services SRC: TRA01.004
-----	---

TBF	Provide Recruit Military Training Services SRC: TRA01.005
-----	--

TCB	Provide Integrated Training Brigade (ITB) Management, Administration and Company Control Services SRC: TRA02.001-.002
-----	--

TCD	Provide Military Control of Students Attending and/or Awaiting Apprenticeship Training SRC: TRA02.003
-----	--

TCE	Provide Military Control of Students Attending and/or Awaiting Initial Skill Training SRC: TRA02.004
-----	---

TEH	Provide Naval Reserve Officer Training Corps (NROTC) Training Services
-----	--

TIA	Provide Specialized Operational Training Services
-----	---

TLA	Provide Operation and Maintenance Services on Training Equipment/Devices
-----	--

TMA	Provide Personnel Qualification Standards Program Management and Control Services SRC: TRA12.000
-----	---

TMB	Develop Personnel Qualification Standards Material SRC: TRA12.001
-----	--

<u>RFC</u>	<u>Description</u>
TMC	Provide Personnel Qualification Standards Technical Services SRC: TRA12.002
TMK	Maintain the Personnel Readiness Capability Program SRC: TRA12.010
TPB	Provide In-rate and Officer Training Material and Examination Services SRC: TRA15.001-.006
TQA	Provide Navy Campus Program Management and Control Services SRC: TRA16.000
TQB	Provide Navy Campus Program Area Coordination Services SRC: TRA16.001 (Central East/Pacific Southwest) SRC: TRA16.002 (Central Gulf/Pacific Northwest) SRC: TRA16.003 (Northeast/Hawaiian) SRC: TRA16.004 (Southeast/Far East) SRC: TRA16.005 (Midwest/Western Pacific) SRC: TRA16.006 (European) SRC: TRA16.007 (NAVSTA Norfolk)
TQC	Provide Voluntary Education Services SRC: TRA16.010-.070
TRA	Provide Instructional Systems and Programs Services
TSB	Provide Programs of the Defense Activity for Non-traditional Education Support (DANTES) Services
TWA	Provide Naval Air Maintenance Training Detachment Management/ Administration Support Services SRC: TRA22.000
TWB	Provide Naval Air Maintenance Training and Instructor Support Services SRC: TRA22.001
TWC	Provide Naval Air Maintenance Training Group Detachment Curriculum Development/maintenance Services SRC: TRA22.002
TXA	Provide School Management/Support Services SRC: TRA23.000
TXB	Provide Formal Training/Instruction Services SRC: TRA23.002

<u>RFC</u>	<u>Description</u>
TYA	Provide Graduate/under-graduate Academic and Professional Education Services SRC: TRA24.030 SRC: TRA24.031
TZZ	Provide Formal Training Services Not Specifically Addressed
T2B	Provide Naval Air Reserve Intelligence Program (NRIP) Training Services SRC: TRA37.001-.002
T3A	Provide Functional Area Support for Naval Reserve Surface Maintenance Training (AFLOAT) SRC: TRA36.000
T3B	Provide Functional Area Support for Naval Reserve Surface Maintenance Training (RESCEN) SRC: TRA36.001
T3C	Provide Naval Reserve Surface Maintenance Training Services SRC: TRA36.002-.027
T4B	Provide NAVRESCEN Command Services SRC: TRA30.001
T4C	Provide Naval Reserve Center (RESCEN) Support Services SRC: TRA30.002
T4D	Provide Reserve Assault Craft Unit (RACU) Support Services SRC: TRA30.003
T4E	Provide Reserve Cargo Handling Battalion (RHCB) Support Services SRC: TRA30.004
T4F	Provide Reserve Mobile Inshore, Undersea Warfare (MIUW) Unit Support Services SRC: TRA30.005
T4G	Provide Reserve Mobile Mine Assembly Group (MOMAG) Support Services SRC: TRA30.006
T4H	Provide Reserve Naval Mobile Construction Battalion (RNMCB) Support Services SRC: TRA30.007
T4I	Provide Reserve Enlisted Recruiting Services SRC: TRA30.008

<u>RFC</u>	<u>Description</u>
T4J	Provide Reserve Shipboard Simulator (SBS) Support Services SRC: TRA30.009
T4K	Provide Command Support Services to Reserve Mobile Inshore Undersea Warfare (MIUW) Units (MIUW Group Only)
T4L	Provide Naval Reserve Security Group Unit (NAVRESSECGRU) Support Services SRC: TRA30.011
T4M	Provide Formal Classroom Training at a Naval Reserve Center
T4N	Provide Naval Reserve Readiness Center Services
T6A	Provide Reserve Naval Construction Force (RNCF) Support Services
T7A	Provide Naval Air Reserve Training Administrative and Program Support Services SRC: TRA33.000
T7B	Provide Naval Air Reserve Training Services at NAF/NAVAIRES/NAS SRC: TRA33.001
T7C	Provide Naval Air Reserve Training Services at NAVAIRESNEN SRC: TRA33.002
T7D	Provide Naval Air Reserve Flight Crew Training Services SRC: TRA33.003-.005
T8A	Provide Naval Reserve Oceanography Training Support Services
T99	Provide Naval Reserve Training Services not Specifically Addressed

MISSION AREA: WEAPONS (WEP)

Provide and maintain the operational capability for the deployment of assigned weapons systems, weapons systems components, conventional ammunition, and special weapons (as applicable). Explosive Ordnance Disposal, Mobile Mine Assembly, Special Warfare, and Naval Beach Group functions are also included.

<u>RFC</u>	<u>Description</u>
------------	--------------------

WAA	Provide Mission Area Support Services
-----	---------------------------------------

WBA	Provide Receipt, Segregation, Storage, Issue, Renovation, Logistic Movement and Demilitarization of Conventional Weapons SRC: WEP01.014
-----	--

WDA	Provide Weapons Department Services at Other than ORD/NIF Activities SRC: WEP03.300
-----	--

WEA	Provide Quality Assurance Services SRC: WEP04.015-.017
-----	---

WFA	Provide Nuclear Weapons Support Services
-----	--

WGA	Provide Special Warfare Capabilities Services
-----	---

WHA	Provide Explosive Ordnance Disposal Services
-----	--

WIA	Provide an Armory/Small Arms Range Services (not specifically covered by RFC WDA)
-----	---

WJA	Provide Organizational Level Maintenance
-----	--

WOA	Perform Intermediate Level Maintenance Services
-----	---

WPA	Provide Depot Level Maintenance on Ordnance and Associated Equipment, Loading (filling) of Warheads, Ordnance with Explosive/Inert Material and Depot/Intermediate Level Maintenance on Small Arms SRC: WEP15.001 SRC: WEP15.004-.008
-----	---

WQA	Provide Mobile Mine Assembly Services SRC: WEP16.000-.002
-----	--

WRA	Plan, Design, Construct, Test and Deliver Combat Direction System Computer Programs to Operating Forces
-----	---

WSA	Provide Naval Beach Group Functions
-----	-------------------------------------

WTA Operate/Maintain Weapons Related Small Craft and Boats
 SRC: WEP19.001

WTC Provide Craft of Opportunity Mine Unit Services

WUA Provide Undersea Warfare Engineering Services
 SRC: WEP21.000-.017 SRC: WEP21.100
 SRC: WEP21.110

WYA Provide Weapons Services at ORD-NIF Activities
 SRC: WEP24.005-.011

WZA Provide Weapons Proficiency Range Services
 SRC: WEP27.001-.003

W99 Provide Weapons Services not Specifically Addressed

SECTION 9

PART B

LISTING OF SPECIAL USE RFC CODES

<u>RFC</u>	<u>Description</u>
9AF	Navy Requirements Directly Identified with US Air Force Elements
9AR	Navy Requirements Directly Identified with US Army Elements
9CG	Navy Requirements Directly Identified with US Coast Guard Elements
9DD	DOD Secretariat/Defense Agencies/Combined Services Administrative Activities
9MC	Navy Requirements Directly Identified with US Marine Corps Elements (except 41XX officers and RP ratings covered by staffing standards)
9ND	US Federal Government Support/Liaison Activities (other than DOD)
90X	Other Exempt Navy activities
901	Personnel Exchange Program
902	Unified/Joint Commands (JCS controlled and/or multi-national defense agencies)
944	Aviation Squadron
945	Navy Flight Demonstration Squadron
955	Ships/Fleet Manpower
966	Transient, Patient, and Prisoner
977	Students
978	Other Accounts
980	Navy TRICARE (CHAMPUS) requirement

SECTION 10

REQUIREMENTS INDICATOR (RI) CODES

1. **General.** RI codes are used to identify which requirements' determination process justified the military/civilian requirement. NAVMAC maintains and manages the code for DCNO (N1).

2. **Definitions.**

<u>RI</u>	<u>DEFINITION</u>
------------------	--------------------------

- | | |
|----------|---|
| A | <u>SMD</u> : Displays, in detail, the minimum quantitative and qualitative manpower requirements approved by DCNO (M&P)(N1) for an individual ship or class of ships. Does not include manpower based on a Preliminary Ship Manpower Document (PSMD). |
| B | <u>SQMD</u> : Displays, in detail, the minimum quantitative and qualitative manpower requirements approved by the DCNO (M&P)(N1) for an individual aviation squadron or class of squadrons. Does not include manpower based on a PSQMD. |
| C | <u>CA</u> : Manpower requirements based on the completion of a Commercial Activities (CA) study. Applicable to civilian or contractor manpower. |
| D | <u>SEAOPDET</u> : Displays, in detail, the minimum quantitative and qualitative manpower requirements approved by DCNO (M&P)(N1) for ship Aviation Intermediate Maintenance Depots (AIMDs) for manpower assigned to individual Sea Operational Detachment (SEAOPDET) activities. |
| E | <u>SMRDP</u> : Displays, in detail, the minimum quantitative and qualitative manpower requirements for shore activities determined through the Shore Manpower Requirements Determination Program (SMRDP). |
| F | <u>FMD</u> : Manpower requirements developed by NAVMAC, or Warfare/Program Sponsor, based on the activity's wartime mission and approved by the DCNO (M&P)(N1) for shore-based deployable activities such as deployable staffs, mobile construction battalions, naval special warfare command activities, etc. |
| N | <u>PERSTEMPO</u> : Aviation manpower requirements, based on approved OPNAV standards for peacetime tasking in support of the Personnel Tempo of Operations (PERSTEMPO) program, reserve contingencies, and other non-mobilization functions. |

RI DEFINITION

- P PSMD/PSQMD: Manpower requirements approved by DCNO (M&P)(N1) which are documented in a PSMD (Preliminary Ship Manpower Document) or PSQMD (Preliminary Squadron Manpower Document). RI code "P" is superseded when the lead ship of a new construction class is documented by an approved SMD, or a new aircraft or subsystem equipment modification is introduced into the fleet and is documented by an approved SQMD.

- V CLAIMANT VALIDATED REQUIREMENT: Manpower requirements determined by claimants through an analysis/study of the need for manpower resources.

- X SECNAV/OTHER DOD CRITERIA: Manpower requirements determined by a Joint Chiefs of Staff (JCS) Manpower Survey to support non-Navy defense agencies or other federal agencies and organizations.

- Z INDIVIDUALS ACCOUNTS: Manpower requirements that include resources accounted for by the transients, patients, prisoners and holdees (TPP&H) and student accounts.

SECTION 11

RESOURCE SPONSOR (RS) CODES

1. General. RSs are OPNAV Principal Officials (OPOs) who are responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. RS codes are assigned in the Total Force Manpower Management System (TFMMS) and appear on the Activity Manpower Document (AMD).

2. Resource Sponsors and codes.

<u>CODE</u>	<u>RESOURCE SPONSOR TITLE</u>
09B	Assistant Vice Chief of Naval Operations (N09B)
091	Director of Navy Test & Evaluation and Technology Requirements (N091)
093	Surgeon General of the Navy (N093)
096	Oceanographer of the Navy (N096)
1	DCNO Manpower and Personnel (N1)
2	Director of Naval intelligence (N2)
4	DCNO (Logistics)(N4)
6	Director, Space, Information Warfare, Command and Control (N6)
7	Director of Naval Training (N7)
85	Director, Expeditionary Warfare Division (N85)
86	Director, Surface Warfare Division (N86)
87	Director, Submarine Warfare Division (N87)
88	Director, Air Warfare Division (N88)

RI DEFINITION

SECTION 12

SUBORDINATE MANPOWER CLAIMANT (SMC) CODES

1. General. The SMC identifies groups of activities within the Manpower Claimant for manpower management purposes. They are resident in TFMMS and appear on the AMD.

2. Subordinate Manpower Claimants, SMC codes and appropriate Claimant.

<u>SMC</u>	<u>SMC NAME</u>	<u>CLMT</u>
AB	NAF/NAS/NAVSUPPACT	72
AW	AIR WINGS/SQUADRONS	72
A1	COA - BUPERS (PERS-7)	2
A2	CNO (N09BF)	11
A3	UNDER SECNAV (SFRMD)	12
A4	COA-US ARMY	2
A5	OSD/JCS/DARPMA/USUHS/DC	29
A6	DIR DNA (DEFENSE NUCLEAR AGENCY)	42
A7	DIR DISA (DEFENSE INFORMATION SYSTEMS AGENCY)	43
A8	DIR DIA (DEFENSE INTELLIGENCE AGENCY)	44
A9	DIR NSA (NATIONAL SECURITY AGENCY)	45
B1	DIR DMA (DEFENSE MAPPING AGENCY)	48
B3	DIR DLA (DEFENSE LOGISTICS AGENCY)	51
B4	COA-USAF	2
B5	DEF IG (DEFENSE INSPECTOR GENERAL)	47
C1	US ATLANTIC COMMAND	11
C3	US PACIFIC COMMAND	11
D1	DFAS (DEFENSE FINANCE AND ACCOUNTING SERVICE)	52
D2	DECA (DEFENSE COMMISSARY AGENCY)	53
D3	USTRANSCOM	75
D4	DODDE (DEPARTMENT OF DEFENSE DEPENDANTS EDUCATION AGENCY)	54
D5	DHP (DEFENSE HEALTH PROGRAMS)	55
D6	DSA (DEFENSE SUPPORT ACTIVITIES AGENCY)	56
RC	RESREDCOMS (RESERVE READINESS COMMANDS)	72
RF	RNCF (RESERVE NAVAL COMMAND FORCES)	72
SF	NRT SURFACE SHIPS	72
0A	CNCTC HDQTRS	63
0C	ASC ALBANY	63
0I	NCS HAROLD HOLT AUSTRALIA	63
0J	NCTAMS EASTPAC REGION	63
0O	NCTAMS MED REGION	63
0P	MARS	63

0Q	NCTAMS LANT REGION	63
0X	NCS UNITED KINGDOM	63
00	NARDAC	63
01	N09BF (NAVAL DISTRICT WASHINGTON DC)	11
02	N09BF NAVAL LOGISTICS SERVICES OFFICES	11
03	N09BF NAVAL SUPPORT ACTIVITIES	11
07	COMNAVSHORELANT	60
08	COMNAVBASE PHILADELPHIA	60
09	COMINWARCOM	60
10	COMNAVAIRLANT	60
11	COMNAVTRALANT	60
12	COMNAVSURFLANT	60
13	COMNAVSUBLANT	60
14	COMNAVOCEANSYSLANT	60
15	COMNAVBASE CHARLESTON	60
16	COMNAVBASE GTMO	60
17	COMCBLANT	60
18	COMNAVBASE NORFOLK VA	60
19	CINCLANTFLT HQ	60
20	COMNAVAIRPAC	70
21	COMTRAPAC	70
22	COMNAVSURFPAC	70
23	COMNAVSUBPAC	70
24	COMNAVLOGPAC	70
26	COMTHIRDFLT	70
27	COMOCEANSYSPAC	70
29	CINCPACFLT HQS	70
30	COMSCLANT	33
31	COMSCPAC	33
32	COMSCELM	33
33	COMSCFAR EAST	33
35	COMSCMIDEAST	33
40	COMTRALANT	62
41	COMTRAPAC	62
42	CNTECHTRA	62
43	CNET SUPPORT	62
44	CNATRA	62
45	MARINE FORCES RESERVE	27
46	FMFLANT	27
47	FMFPAC	27
48	USMC HDQTRS	27
50	AAUSN (ASST SECNAV IE)	12
51	DON STAFF OFFICE	12
52	FIELD ACTIVITIES	61
54	NAVACTS UNITED KINGDOM	61
55	HRMC LONDON	61

56	COMFAIRMED	61
57	COMIDEASTFOR	60
58	COMSIXTHFLT	61
6A	NNMC BETHESDA	18
6B	NHSO SAN DIEGO	18
6C	NAVMEDCOM NORTH WEST REGION	18
6D	NAVMEDCOM NORTH EAST REGION	18
6E	NHSO JACKSONVILLE	18
6F	NHSO NORFOLK	18
6G	NHSO LONDON	18
6H	NHSO BARBERS POINT	18
6I	HSETC	18
6J	NMDSC	18
6K	NMMSC	18
6L	NOSTRA	18
6M	NAMI PENSACOLA	19
6N	BUMED R&D	18
6O	BUMED PREVMED	18
60	BUMED MEDICAL	18
61	BUMED DENTAL	18
62	BUMED STU TRAINING	18
63	BUMED MISC HM TRAINING	18
64	BUMED RESEARCH AND DEVELOPMENT	18
65	BUMED PREVENTATIVE MEDICINE	18
66	BUMED MISCELLANEOUS	18
70	COMNAVMETOCOM	65
74	COMNAVSPECWARCOM	74
75	NAVAL RESALE PROGRAM	53
78	RECRUITING	22
79	RESERVE RECRUITING ACTIVITIES	72
82	SECGRULANT	69
83	SECGRUPAC	69
84	SECGRUEUR	69
9F	NAVORDCEN ACTIVITIES	24
91	COMNAVAIRSYSCOM	19
92	COMNAVSUPSYSCOM	23
93	COMNAVSEASYSYSCOM	24
94	NAVFACENGCOM	25
95	SPACE & NAVAL WARFARE SYSTEMS	39
96	STRATEGIC SYSTEMS PROGRAMS (CM3)	30
97	OFFICE OF NAVAL RESEARCH (LAB)	14

SECTION 13

TFMMS ACTION OFFICER (TAO) DESK (DSK) CODES

1. **General.** TAO desk codes identify the manpower analyst sections at NAVMAC or CNO (N122), that are responsible for maintaining AMD information and AMD Change Request processing. All DSK Codes except AD3 are at NAVMAC.
2. **Desk codes and Manpower Claimant assignment.**

<u>DSK</u>	<u>CLMT CODE/TITLE</u>	<u>DSK</u>	<u>CLMT CODE/TITLE</u>
AC1	Ships, Submarines, Aircraft Carriers and Amphibious Ships	AD3	02 - COA 29 - JCS 35 - BMDO 36 - DARPA 41 - OSIA 42 - DSWA 43 - DISA 44 - DIA 46 - DSP 47 - DIG 48 - NIMA 51 - DLA 52 - DFAS 53 - DECA 54 - DODDE 56 - DSA 75 - USTRANSCOM
AC2	Aircraft Squadrons		
AD1	14 - CNR 30 - DIRSSP 60 - CINCLANTFLT 61 - CINCUSNAVEUR 65 - COMNAVMETOCOM 70 - CINCPACFLT		
AD2	11 - CNO 12 - AAUSN 19 - COMNAVAIRSYSCOM 22 - CHNAVPERS 23 - COMNAVSUPSYSCOM 24 - COMNAVSEASYSYSCOM 25 - COMNAVFACENGCOM 39 - COMNAVWARSYSCOM 62 - CNET	AD4	33 - COMSC 72 - COMNAVRESFOR 74 - COMNAVSPECWARCOM
		AD5	15 - ONI 18 - BUMED 27 - CMC 45 - DIRNSA 63 - COMNAVCOMTELCOM 69 - COMNAVSECGRU

SECTION 14

MANPOWER CHANGE SUMMARY SHEETS

1. **General.** This section contains a sample format of Manpower Change Summary Sheets.
2. **Discussion:**
 - a. These sheets will summarize adds, deletes, or changes to officer designator/paygrades or enlisted rate/rating changes contained on an Activity Manpower Document (AMD) Change Request.
 - b. These sheets are required when ten or more changes to officer/enlisted manpower authorizations are contained on an AMD Change Request. Send copy, as a separate enclosure, to NAVMAC (Code 54) and reference in the LOJ.
 - c. Part I is the officer change summary.
 - d. Part II is the enlisted change summary.

(SAMPLE FORMAT)

Packet Number: _____

[illegible]

(PART I)

SECTION 14 (PART II)
ENLISTED MANPOWER CHANGE SUMMARY SHEET
 (SAMPLE FORMAT)

Packet Number: _____

	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-		
RATING	E1		E2		E3		E4		E5		E6		E7		E8		E9		TOTALS	NET CHANGE
RATING	E1		E2		E3		E4		E5		E6		E7		E8		E9		TOTALS	NET CHANGE
TOTALS																				
NET CHANGE																				

(PART II)

SECTION 15

ACTIVITY MANPOWER DOCUMENT (AMD) AND END-STRENGTH (E/S) CHANGE REQUEST SHEETS

1. **General.** This section contains the a sample of an AMD Change Request Format.
2. **Discussion:**
 - a. These sheets shall be used when making an AMD Change for non Total Force Manpower Management System (TFMMS)/TFMMS Micro Manpower Change Application (TMMCA) users. These sheets can also be used as work sheets for AMD and/or End-strength (E/S) changes to TFMMS.
 - b. When using these sheets as change requests, submit them, via the chain of command, to the activity's Manpower Claimant/Subclaimant for entry into TFMMS/TMMCA.
 - c. Part I is the AMD Change Request.
 - d. Part II is the AMD Quantity (Q) Compensation (end-strength) Change Request.

SECTION 15 (PART I)

ACTIVITY MANPOWER DOCUMENT (AMD) CHANGE REQUEST SHEET

(SAMPLE FORMAT)

POM: _____

CLAIMANT: _____

PACKET TITLE/SERIAL NUMBER: _____

DATE: _____

PAGE: _____

AOC: _____

TT RY AP NE	S U B T	TRANS NUMBER	ADDU BIN	EFF BGN END DATE	BSC	RFC	M E C	R I	RS	PE	AG/ SAG	P R I M	A L T M	MOB BG END	DS/GR RATE	PNOBC PNEC	PRI AQD	PSUB	P R	LANG					
ACTIVITY NAME				AUIC/ ACTY 10 CODE	BIN	A C	M R C	BILLET TITLE/ HEADER/NOTE TEXT							P F A C	S F A C	SNOBC SNBC	SEC AQD	SSUB	P P L N	OOC	P G	P S	H S	
-----								-----																	
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(PART I)

SECTION 15 (PART II)
QUANTITY (Q) COMPENSATION CHANGE REQUEST SHEET
(SAMPLE FORMAT)

POM: _____
CLAIMANT: _____
PACKET TITLE/SERIAL NUMBER: _____

DATE: _____
PAGE: _____
AOC: _____

LEVEL OF AGGREGATION (LOA)					OFFICER								ENLISTED							
AUIC	MRC	AGSAG	PE	RS	CFY	FY1	FY2	FY3	FY4	FY5	FY6	FY7	CFY	FY1	FY2	FY3	FY4	FY5	FY6	FY7
TOTAL NET CHANGE																				

(PART II)

SECTION 16

TFMMS ACCESS REQUEST PACKAGE

1. **General.** This section contains information and a sample of the TFMMS Access Request Package for access to and use of TFMMS.
2. **Requirements.** To be granted access to TFMMS, the following requirements must be met:
 - a. Meet the physical requirements as set forth in the BUPERS TASO manual. Command ADP systems must either be accredited or be authorized to operate under an interim authority.
 - b. Commands must appoint in writing a TASO for Level II restricted areas utilizing STU-III connectivity to access classified systems.
 - c. All forms must be completed and either faxed to COMM (703)697-1643 or DSN 2271643, or sent to:

Bureau of Naval Personnel (BUPERS)
Code: Pers-323E/10E
2 Navy Annex Room 1515
Washington DC 20370-0000
3. A sample of the package contents is:
 - a. **Personal Justification Memorandum (Page 2)** to fully justify the need for access to TFMMS Classified Automated Information System (AIS). Justification must include a description of the requestor's job requirements, the type of data required, and how the data will be used once accessed.
 - b. **Computer Access Authorization Request (CAAR) DISONISC 5200/1 (Page 3)** must be completely filled in before access will be granted.
 - c. **User Memorandum of Agreement (Page 4)** must be read, complete and signed.
 - d. **Clearance Verification Memorandum (Page 7)**, completed by the command AIS Security Officer or Security Manager, must verify and sign the clearance level of all personnel requesting access to TFMMS Classified AIS. Personnel requesting access must hold at least a SECRET clearance.
4. Questions may be addressed to the TFMMS AIS Security Officer at (703) 693-0935 or DSN 223-0935.

Date: _____

MEMORANDUM

From: (Requestor (Rate/Rank/Grade & Full Name))
To: TFMMS AIS Security Officer
Via: (Chain of Command)

Subj: JUSTIFICATION FOR REQUESTED ACCESS TO TFMMS CLASSIFIED AIS

Encl: (1) Computer Access Authorization Request (CAAR) Form
(2) User Memorandum of Agreement for Access to TFMMS Classified AIS
(3) Clearance Verification Form

1. I am requesting access to TFMMS Classified AIS in order to access TFMMS and to perform official duties to include processing, queries, and on-line endorsements.

Very Respectfully,

COMPUTER ACCESS AUTHORIZATION REQUEST

TYPE OF REQUEST	INITIAL	MODIFICATION	DELETION	DATE:				
PART I TO BE COMPLETED BY REQUESTOR								
1. Name (Last,First,M.I.)		2. Rate/Rank/Grade						
3. Last 4 of SSN	4. Job Title/Series	5. Function Code		6. PRD				
7. Activity (Full Name & Address)	8. Organization Dept Code		9. Phone (DSN) Comm:					
STATEMENT OF ACCOUNTABILITY I understand my obligation not to disclose my password to anyone and assume the responsibility for data entered and extracted from the DOD computer system via my logonid/password. APPLICANT SIGNATURE/DATE								
PART II TO BE COMPLETED BY SUPERVISOR								
10. DISO-CL (Circle Sys Req'd) ROSCO USMC BATCH TSO TSOS FOCUS CICS CICST CICSTSS DIAL-UP NMT2 NCCF OTHER _____		11. DMC CHAMBERSBURG (Circle Sys) M1 ROSCO TSO CICS 1 2 3 4 5 6 7 8 M2 ROSCO TSO DIAL-UP CICS 1 2 3 4 5 6 7 8 OTHER TFMMS		12. EPMAC (Circle Sys Req'd) ARIS EEMAIL ROSCO IRIS PERMAIL OTHER _____				
13. Does this person need access outside normal work hour? Y N				14. Access Exp. Date				
15. JUSTIFICATION FOR ACCESS:								
STATEMENT OF ACCOUNTABILITY I certify that this user is authorized to access the DOD Computer Systems in the performance of his/her job function. SUPERVISOR'S SIGNATURE/DATE								
PART III TO BE COMPLETED BY REQUESTING SECURITY STAFF								
16. User LOGONID		17. Site		18. Prototype LOGONID				
Additional Remarks:								
19. Signature:		20. Phone	21. Date	22. Disapproved Approved				
PART IV TO BE COMPLETED BY THE AISSO STAFF								
REMARKS								
SITE	AOR	SUBAOR	FUNCTION	DEPT	DIV	BRANCH	SECT	LOGONID
Signature:			Phone:			Date:		
PRIVACY ACT STATEMENT DOD DIR 5200.28 authorizes collection of this information. The only use of this information is by the AIS Security Office and Network Control Center to identify users requesting access to computing resources. The original will be maintained in the AIS Security Office. It will be destroyed when access is no longer required.								

DISONISC 5200/1

Enclosure (1)

MEMORANDUM

From: (Requestor (Rate/Rank/Grade & Full Name))

To: TFMMS AIS Security Officer

Subj: USER MEMORANDUM OF AGREEMENT FOR ACCESS TO TFMMS
CLASSIFIED AUTOMATED INFORMATION SYSTEM (AIS)

Ref: (a) BUPERS Terminal Area Security Manual (TASOMAN)

(b) CNP ltr 5510 Pers-014/075 of 24 Jul 1991

1. This memorandum of agreement complies with reference (a) and (b).
2. As a user of TFMMS Classified AIS, I understand that I am responsible for following all requirements of reference (a). I am solely responsible for all access and actions carried out under my user logonid, password, and, when applicable, STU-III key. As part of my responsibilities, I agree that I:
 - a. Meet the requirements of references (a) and (b) prior to access being requested.
 - b. Will not disclose my password to anyone and will commit my password to memory.
 - c. Will limit computer use to official government business.
 - d. Will not commit computer fraud, which includes but is not limited to:
 - unauthorized input of false records or data into the system
 - unauthorized use of computer facilities (i.e., theft of computer time) including use of a user name or password other than my own
 - unauthorized alteration or destruction of information, files or equipment
 - introduction of unauthorized systems/software into the classified system
 - introduction of viruses, worms, or any other destructive program into the classified system
 - use of computer systems to commit theft, fraud, embezzlement
 - e. Will notify the TASO immediately of suspected cases of computer fraud

Enclosure (2)

Subj: USER MEMORANDUM OF AGREEMENT FOR ACCESS TO TFMMS
CLASSIFIED AUTOMATED INFORMATION SYSTEM (AIS)

f. Will immediately report a compromise of my password, whether suspected or confirmed, immediately report the compromise to the TASO and request a password change.

g. Will not enter, display, or process classified data where visible to unauthorized personnel.

h. Will not circumvent security requirements (e.g., file passwords, security procedures, etc.) to obtain unauthorized access.

i. Will notify the TASO when access/password is no longer required due to reassignment/transfer/termination, etc.

j. Will not transfer my password/logonid to anyone else upon my reassignment/transfer/termination, etc.

k. Will immediately notify the TASO if my password is displayed on the screen and request a password change.

l. Will notify the TASO immediately of any changes to the information listed below in this memorandum of agreement and submit changes to TFMMS AIS Security Officer.

m. Will immediately access my logon account after issuance and will not let my logonid lapse beyond 90 days without use.

3. The following information is provided for access to be granted.

a. Means of access (direct, modem, STU-III): _____

b. STU-III Reg (key number): _____

c. Access start date: _____

d. Contract expiration date (if applicable): _____

TERMINAL # _____

CIK REGISTRATION # _____

CIK SERIAL # _____

Enclosure (2)

Subj: USER MEMORANDUM OF AGREEMENT FOR ACCESS TO TFMMS
CLASSIFIED AUTOMATED INFORMATION SYSTEM (AIS)

4. I certify that the above information is correct to the best of my ability and I will comply with the terms of this agreement.

5. I understand that my access to the TFMMS Classified AIS will be canceled upon reaching my PRD, if military. If civilian, my access will be canceled one (1) year from the date of activation and will require TFMMS AIS Security Officer be notified to reinstate the account. If contractor, my access will be canceled at the expiration of the contract and will be reinstated upon contract renewal.

Requestor signature and date

I certify that the security requirements identified in reference (a), have been met and that the security clearance of the requestor is correct. I agree to notify TFMMS AIS Security Officer immediately of any action taken to revoke or downgrade the requestor's security clearance.

TASO signature and date

PRIVACY ACT STATEMENT

DOD DIR 5200.28 authorizes collection of this information. The only use of this information is by the TFMMS AIS Security Office to identify authorized users requesting access to computing resources.

Enclosure (2)

MEMORANDUM

From: _____ Security Manager
To: TFMMS AIS Security Officer

Subj: CLEARANCE VERIFICATION

1. I certify that the following personnel meet the minimum security clearance for access and handling classified information. The following information is provided below:

<u>Name</u>	<u>SSN</u>	<u>Clearance</u>	<u>Clearance granted by</u>	<u>Date</u>
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Security Manager

PRIVACY ACT STATEMENT

DOD DIR 5200.28 authorizes collection of this information. The only use of this information is by the TFMMS AIS Security Office to identify authorized users requesting access to computing resources.

Enclosure (3)

SECTION 17

TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA) **ACTIVITY MANPOWER DOCUMENT (AMD)**

Ref: (a) OPNAVINST 1000.16J
(b) NAVPERS 15839I
(c) NAVPERS 18068F
(d) OPM Handbook of Occupational Groups and Series (NOTAL)

1. General. This section contains brief explanation and location of activity/ manpower information and coding found on the Activity Manpower Document (AMD). For further information on the AMD, see Chapter 10 of reference (a).

a. The AMD contains three areas of information:

(1) Activity Information. Provides essential information pertaining to the activity.

(2) Requirement Information. Provides statements of military and/or civilian manpower, and associated skills, determined by an approved manpower study based on the activity's Mission, Functions and Tasking (MFTs) or Required Operation Capabilities/Projected Operational Environment (ROC/POE).

(3) Authorization Information. Provides statements of military and/or civilian manpower and associated skills determined by the available resources to fund the manpower requirement.

Date:

***** UNCLASSIFIED *****

Page:

Activity Manpower Document
BSC Range 00000 to 99999

Activity Code		Activity Name		UIC	Claimant		SMC		Home Port		Geographic Location		SUI	S/S	MCA	Dsk	Predom		Packet		
-----1-----		-----2-----		--3--	-----4-----		5		-----6-----				7	8	9	10	11	-12-	--13--	--14--	
BIN	Billet Title	Effective		Mob		RFC	P	R	M	Language	Officer			Enlisted			Civilian				
		Bgn	End	Bgn	End						Desig	NOBC	SubSp	Rate	NEC	Py	Occ	Py			
							R	I	E		Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	PI	Srs	Gr
--15--	-----16-----	-17-	-18-	19	20	21	22	23	24	-----25----	-26-	-27-	-28-	-29-	-30-	-31-	-32-	-33-	34	-35-	36
BSC		RSpn		AGSAG		MRC	MT	AC	FAC		AQD								P H		
									Pri	Sec	Pri	Sec							S S		
-37-		38		-39-		40	41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36) 47 48

Activity Information

REF #	FIELD TITLE	DESCRIPTION
	Date	Date the AMD was requested for print.
	Page	Page number in sequential order.
1	Activity Code	A 10-digit code identifying each activity.
2	Activity Name	Assigned by CNO (N12); identifies the activity by short title name.
3	UIC	(Unit Identification Code) Assigned by DFAS; a 5-digit code identifying each activity.
4	Claimant	Identified by short title name; the command, bureau, or office designated as the manpower claimant for the activity, as assigned by CNO.
5	SMC	(Subordinate Manpower Claimant) A 2-digit code denoting the command or activity immediately subordinate to the manpower claimant. SMC codes are found in section (12).
6	Home Port Geographic Location	Indicates the homeport of the fleet activity or actual location of the shore activity in State/Country and City format.
7	SUI	(Sensitive UIC Indicator) A code used to indicate if the activity and/or AMD information is classified. 0 = No, 1 = Yes.

Activity Manpower Document
BSC Range 00000 to 99999

											Predom		Packet								
Activity Code		Activity Name		UIC	Claimant		SMC		Home Port Geographic Location		SUI	S/S	MCA	Dsk	RSpn	AGSAG	Number	Date			
-----1-----		-----2-----		--3--	-----4-----		5		-----6-----		7	8	9	10	11	-12-	--13--	--14--			
BIN	Billet Title	Effective		Mob								Officer				Enlisted			Civilian		
		Bgn	End	Bgn	End	RFC	P	R	M	Language	Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py
							R	I	E		Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	Pl	Srs	Gr
--15--	-----16-----	-17-	-18-	19	20	21	22	23	24	-----25-----	-26-	-27-	-28-	-29-	-30-	-31-	-32-	-33-	34	-35-	36

REF #	FIELD TITLE	DESCRIPTION
8	S/S	(Sea/Shore Code) Assigned by BUPERS to identify an activity's type of duty for personnel rotational purposes. 1 = U.S. based shore duty, 2 = U.S. based sea duty, 3 = Overseas land based sea duty, 4 = Overseas sea duty, 5 = Neutral duty, 6 = Overseas land based shore duty, 8 = Double sea duty.
9	MCA	(Manning Control Authority) Indicates which MCA an activity is assigned for enlisted personnel management. B = BUPERS, L = CINCLANTFLT, P = CINCPACFLT, R = COMNAVRESFOR.
10	Dsk	(Desk/Action Officer Code) Identifies the subsection within NAVMAC assigned responsibilities for AMD Change Request processing and activity management. Dsk codes are found in section (13).
11	Predom RSpn	(Predominate Resource Sponsor) Denotes the leading DCNO resource sponsor responsible for the activity's overall program development and resources. RSpn codes are found in section (11).
12	Predom AGSAG	(Predominate Activity Group/SubActivity Group) Denotes the leading resource sponsor's AGSAG for the activity.
13	Packet Number	A 6-digit number indicating the last AMD Change Request packet applied to the TFMMS billet data base before the printing of the AMD.
14	Packet Date	Indicates the date NAVMAC approved and applied the AMD Change Request packet to the data base.

Manpower REQUIREMENT Information

REF #	FIELD TITLE	DESCRIPTION
15	BIN	A 7-digit number generated by TFMMS when a manpower requirement, organizational header, or billet note is initially entered into the system.

BIN	Billet Title	Effective		Mob		RFC	P	R	M	Language	Officer				Enlisted			Civilian				
		Bgn	End	Bgn	End						Desig Grade	NOBC		SubSp		Rate Abbr	NEC		Py	Occ	Py	
-- 15 --	----- 16 -----	- 17 -	- 18 -	19	20	21	22	23	24	----	25 ----	- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36

REF #	FIELD TITLE	DESCRIPTION
16	Billet Title	A field, consisting of up to 40 characters (2-lines, 20-characters each), used for the manpower requirement title, organizational header, or billet note information.
17	Effective Bgn	(Effective Begin/End) A 5-digit date code indicating when the manpower requirement and/or authorization is to begin and end. The date format is CYYMM, where C = the first number of the year, YY = the last two numbers of the year, and MM = the number of the month (e.g., Oct 2015 will be reflected as 21510)
18	Effective End	
19	Mob Bgn	Reflects the period within mobilization needing a manpower requirement. Valid entries are 01 through 12, where 01 is the beginning of mobilization and 12 is the end of mobilization.
20	Mob End	
21	RFC	(Required Functional Category) A 3- digit code used to link a manpower requirement to a particular task or function. RFCs are found in section (9).
22	PR	(Peacetime Requirement) A code indicating whether the manpower requirement exists during peacetime. 0 = Wartime only, 1 = Peacetime only or both. Used in conjunction with Mob Bgn/End.
23	RI	(Requirement Indicator) A code used to show what validation process justifies the manpower requirement. RI are found in section (10).
24	ME	(Military Essentiality) A code denoting the reason for the military staffing if validated for the requirement. ME codes are found in section (5).
25	Language	(Foreign Language Code) Five 2-digit codes identifying a foreign language and proficiency requirements (Listening, Reading, Speaking and Writing).
	OFFICER	
26	Desig Grade	(Designator/Paygrade) Identifies specialty qualification and paygrade necessary to fill a particular officer requirement . Designators and paygrades are defined in reference (b).
27	NOBC Pri	(Navy Officer Billet Classification Primary/Secondary) Identifies general duties of the manpower requirement, as defined in reference (b).
28	NOBC Sec	
29	SubSp Pri	(Subspecialty Primary/Secondary) Identifies postgraduate education (or equivalent training and/or experience) required to fill a particular officer requirement, as defined in reference (b).
30	SubSp Sec	

BIN	Billet Title	Effective		Mob		RFC	P	R	M	Language	Officer				Enlisted			Civilian			
		Bgn	End	Bgn	End						Desig	NOBC		SubSp	Rate	NEC	Py	Occ	Py		
											Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	PI	Srs	Gr
-- 15 --	----- 16 -----	- 17 -	- 18 -	19	20	21	22	23	24	----- 25 -----	- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36
BSC		RSpn		AGSAG	MRC	MT	AC		FAC				AQD								P H
									Pri	Sec			Pri	Sec							S S
-37 -		38		- 39 -	40	41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	47 48

REF #	FIELD TITLE	DESCRIPTION
	ENLISTED	
31	Rate Abbr	(Rate Abbreviation) Identifies the rating and paygrade needed to fill a particular enlisted requirement, as defined in reference (c).
32	NEC Pri	(Navy Enlisted Classification Primary/Secondary) Identifies a specialized knowledge or skill required beyond those of the enlisted rating structure, as defined in reference (c).
33	NEC Sec	
	CIVILIAN	
34	Py PI	(Pay Plan) A 2-digit code denoting a system or schedule authority establishing and governing rate of pay for civilian employees.
35	Occ Srs	(Occupational Series) A 5-digit number identifying a specialized line of work and qualification requirements. Occ Srs codes are found in reference (d).
36	Py Gr	(Paygrade) A 2-digit number identifying a rating in a graduated scale for federal civilian positions that are established and designed within a specific pay plan by law or regulation.

Manpower AUTHORIZATION Information

REF #	FIELD TITLE	DESCRIPTION
37	BSC	(Billet Sequence Code) A 5-digit ascending sequence of numbers used to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's AMD.
38	RSpn	(Resource Sponsor) A code denoting the resource sponsor, outside the activity's predominate resource sponsor (displayed in the activity information), responsible for resourcing (funding) the manpower requirement. RSpn codes are found in section (11).

										Officer				Enlisted			Civilian												
										Desig Grade	NOBC Pri Sec		SubSp Pri Sec		Rate Abbr	NEC Pri Sec		Py Pl	Occ Srs	Py Gr									
										- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36									
BSC	RSpn	AGSAG	MRC	MT	AC	FAC		(26)	AQD		(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	47	48									
						Pri	Sec		Pri	Sec																			
-37 -	38	- 39 -	40	41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	47	48									